DATA CLEARINGHOUSE UPDATE TRANSACTIONS

(Revised: August 18, 2011)

THE RECORD LAYOUTS, ITEM DESCRIPTIONS, AND VALIDATION RULES OUTLINED IN THIS VERSION WILL BE IN EFFECT BEGINNING WITH PROCESSING FOR SCHOOL YEAR 2011-2012).

TABLE OF CONTENTS

VALIDATION INFORMATION

After uploading the UTREx (clearinghouse) file, it MUST be validated via the UTREx Vertical Reporting Framework (VRF/Level 1 validations) and Operational Data Store (ODS/Level 2 validations) portals. Whereas the old clearinghouse system invalidated an entire file if any errors were found, UTREx will consume records piecemeal. All valid records within the UTREx file will pass through the validation process. Individual records that contain errors will not progress to the next stage of validation until those errors are resolved at the source (SIS) level. It is acceptable for there to be records that result in warnings.

The VRF and ODS portals may be accessed via:

> http://utrex.schools.utah.gov

> **NOTE:** Access to these portals requires explicit authorization for **_EACH_** individual that will Have the authority in your LEA to upload UTREx files. Each of these individuals must be set up with a user ID and password by USOE before they can access the sites. If someone in your LEA needs new access privileges or is having problems accessing the site, please contact your Clint Thomsen, UTREx Coordinator at(538-7940; clinton.thomsen@schools.utah.gov). If your LEA uses USOE's SIS2000+ please contact your SIS specialist.

UPLOAD INFORMATION

We will accept UTREx uploads to our secure FTP site via an upload procedure using an Internet browser (see **NOTE** above). The data uploaded will be encrypted. Select the 'Data Clearinghouse Upload' option from the Clearinghouse page on our website. If you do not know the address of this site please call Clint Thomsen **_BEFORE_** you select to upload your file be sure to navigate to:

> Folders\Distribution\School Districts\(**_your LEA_**)\Clearinghouse\Uploads

Otherwise, the file will be uploaded to the wrong folder.

General Data File Structure

The Clearinghouse upload file is a sequential text file that contains up to ten different record types. Not all types are mandatory on each upload. Your file must always contain record types 1 through 3, 6 and 7.

```
1  - District record              - "DI="
2  - School record                - "SC="
3  - Student record               - "S1="
4  - SCRAM record                 - "S2="
5  - YIC record                   - "S3="
6  - Course Master record         - "AC="
7  - Course Membership record     - "AM="
8  - Incident record              - "I1="
9  - Incident Association record  - "I2="
10 - Exit Status Update record    - "ES=
```

Each record should be terminated with a **_carriage return_** + **_line feed_**. The District record must always be the first record in the file followed by a School record identifying the first school. An additional School record should be present as the first record for each new school. All student and course records that follow a school record are identified as belonging to that school.

NOTE 1: The current mandatory upload times are as follows:

> **October Fall Enrollment count** (USOE will analyze all LEA data for October 1 reporting on or after October 16)
>
> > Snapshot **_as of_** October 1 (unless it's on a weekend, then the following Monday).

Records required: DI, SC, S1, S2 (if applicable), S3 (if applicable), AC, AM

December Special Ed count (USOE will analyze all LEA data for December 1 reporting on or after December 16)– not required if you have no special education students (S2 records).
Snapshot **_as of_** December 1 (unless it's on a weekend, then the following Monday).
Records required: DI, SC, S1, S2

Year-end (USOE will analyze all LEA data for Year-end reporting on or after July 8)
All activity for the school year. Records required: DI, SC, S1, S2 (if applicable), S3 (if applicable), AC, AM, I1 (If applicable), I2 (If there are one or more I1 records).

When UTREx become operational (by September 1, 2011) an LEA may upload files as often and whenever they prefer between the three dates indicated above.

No files will be processed after the due dates unless an extension has been granted your LEA by the appropriate person.

Year-end and October Fall Enrollment extensions are granted by:
Larry Newton (801-538-7668 ; larry.newton@schools.utah.gov)

December Special Ed extensions are granted by:
Travis Cook (801-538-7557 ;Travis.Cook@schools.utah.gov)

The extension will be good through a specific date.

NOTE 2: Items in this document denoted with '*' were <u>ADDED</u> for the 2011-2012 school year (see 'Revisions' at the end of the document).

Items in this document denoted with '@' were <u>CHANGED</u> for the 2011-2012 school year (see 'Revisions' at the end of the document).

All other items were present for the 2010-2011 Year End processing (or before) and are unchanged for the 2011-2012 school year.

NOTE 3: **_Individual data element definitions_**: When **_optional_** is indicated, it means **_BLANK_** is allowed (**_won't_** be edited for "missing"). When **_required_** is indicated, it means **_BLANK_** is **NOT** allowed (**_will_** be edited for "missing").

WHERE EVER THE WORD "BLANK"IS USED THROUGHOUT THIS DOCUMENT IT MEANS THE SAME AS THE ASCII SPACE CHARACTER (Hex "20"). IT IS NOT TO BE CONFUSED WITH "NULL" (Hex "OO").

NOTE 4: **_ALL_** clearinghouse updates must be complete updates (**_ALL_** pertinent records for the update period for ALL schools in the LEA) to ensure that all pertinent data will get loaded into the Warehouse.

NOTE 5:   **180 DAY EQUIVALENT** is referred to several times in this document. The calculation for 180 day equivalency is as follows:

ROUND(*a* * (180 / *b*))   where the values for *a* and *b* are as follows:

S1 Membership   *a* = number of days student was in *membership* (SCHOOL)
                            b = number of days *SCHOOL* was in session

S1 Days Attended   *a* = number of days student was in *attendance* (SCHOOL)
                            b = number of days *SCHOOL* was in session

S2 Membership   *a* = number of days student was in *membership* (SCRAM)
                            b = number of days *SCHOOL* was in session

S3 Membership   *a* = number of days student was in *membership* (YIC)
                            b = number of days *SCHOOL* was in session

Example (S1 Membership):

Student was actually enrolled for
160 days in a year round school
that was in session for 172 days.

a = 160 (days in membership)
b = 172 (days school in session)

= 160 * (180 / 172)
= 160 * 1.0465
= ROUND(167.44)
= 167

REPORT INFORMATION

With each currently mandatory Clearinghouse upload period (October 1, December 1, Year End) reports are produced and forwarded to various USOE departments (Finance, Special Ed, CTE. These reports may be generated by LEAs within the UTREx interfaces so they can verify the accuracy of the data they submitted.

> **IT IS IMPERATIVE THESE REPORTS BE VERIFIED BY THE LEA. IF THE DATA SUBMITTED WAS NOT CORRECT, THE LEA MUST CORRECT THE DATA IN THEIR SIS SYSTEM AND SUBMIT A FILES WITH CORRECTED DATA. THIS VERIFICATION PROCESS MUST BE REPEATED UNTIL THE LEA IS SATISFIED THE DATA SUBMITTED IS ACCURATE AND THIS PROCESS _MUST BE COMPLETED BY THE IMPOSED DEADLINE_.**

DISTRICT RECORD

(1)   RECORD TYPE "DI=" (Required all updates)

Must be the first record in each Clearinghouse update batch. This record identifies the **SCHOOL YEAR** and **LEA** of the batch. It is also used to indicate which reports may be run against the data contained in the batch and the date of the data extract from the SIS system. **ALL** data elements are **required** for *ALL UPDATES*

Field	Length	Column Start	End	Valid Values
RECORD-ID	03	001	003	**DI=**
LEA NUMBER	02	004	005	LEA Number **(See note)**
YEAR IDENTIFIER	04	006	009	**,YR=**
SCHOOL YEAR	04	010	013	Numeric Century & Year
MONTH IDENTIFIER	04	014	017	**,OK=**
WHICH MONTH	03	018	020	See NOTE 2 below
* SISASOFDATE	23	021	043	Date/Time of Extract

> **NOTE: This can ONLY be a <u>State assigned and approved</u> LEA number**

SISASOFDATE: The date and time of the data extract...the 'as of' date and time.
Format '2010-10-21 00:00:00.000'

.

SAMPLE "DI" RECORD

```
         1         2    2    3    3    4    4
....5....0....5....0....5....0....5....0....5
DI=14,YR=2012,OK=OCT2011-10-01 10:14:46.000
```

The above record indicates that the update was received from Jordan School District for School Year 2012. The SIS extraction date was October 1, 2011.

SCHOOL RECORD

(2) RECORD TYPE "SC=" **(Required all updates)**

This record identifies a new **SCHOOL** within an update batch. All student records that follow this "**SC**" record will be identified as belonging to this school. The first record following the "**DI**" record in an update batch must be an "**SC**" record, and an additional "**SC**" record must be present to indicate each new School within a batch.

```
                                 - Column -
    Field                  Length  Start  End    Short Description
==================================================================================
    RECORD-ID              03      001    003    SC=
    SCHOOL NUMBER          03      004    006    Numeric School Number (See note below)
    DAYS IN SCHOOL YEAR    03      007    009    Number of days school is in session
    LAST DAY OF SCHOOL     04      010    013    Last day school is in session (MMDD)
    SCHEDULE YEAR TYPE     01      014    014    YEAR schedule type for the school
    SCHEDULE DAY  TYPE     01      015    015    DAY  schedule type for the school
*   LEA NUMBER             02      016    017    LEA Number
```

SCHOOL RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Required – ALL updates) The first three characters of the School record must always contain the record identifier "**SC=**".

SCHOOL NUMBER: (Required – ALL updates) The actual school number. This will be validated against the schools in the CACTUS database. **In the October 1 upload, if the SCHOOL NUMBER indicates a charter school, the count of students CANNOT exceed the approved maximum enrollment for the school.**

> **NOTE: This can ONLY be a <u>State assigned and approved</u> school number. For questions about school numbers, or assignment of school numbers, or changes to school data such as grade high and low, call Emily Tew at (801) 538-7947.**

DAYS IN SCHOOL YEAR: (Required – ALL updates) The total number of days the school was in session with classroom instruction being conducted. This is NOT the number of elapsed calendar days from the start of school to the end of school.

Can't be blank, must be complete, and must be greater than ZERO

LAST DAY OF SCHOOL: (Required – ALL updates) The last day the school is in session (*current school year*). Format is MMDD (MM = month ; DD = day). Must be complete (leading zero for day less than 10). Month must be 05 ,06, or 07.

SCHEDULE YEAR TYPE: (Required in) The type of yearly schedule.

CODE	MEANING
S	Semester
T	Trimester
Y	Year Round
O	Other

SCHOOL RECORD (DETAILED FIELD DESCRIPTIONS)

SCHEDULE DAY TYPE (Required) The type of daily schedule.

CODE	MEANING
E	Elementary Schedule
S	7 Period day
X	6 Period day
F	5 Period day Trimester
B	4 period Block
M	Modified Block
O	Other

NOTE 1: The USOE has not yet defined schedule types. Classification of schedule types should therefore reflect local usage (for example, one LEA's definition of 'Year Round' may differ from another LEA's).

NOTE 2: This data will be stored in the existing **schedule_year_type** and **schedule_type_day** fields of the **school** table of the **Cactus** database, and will be used by Accreditation (in determining appropriate criteria for accrediting a particular school), Assessment (in managing the logistics of statewide large scale assessment) and Career and Technical Education (in allocating vocational education funds).

Please direct questions about classification of individual schools or use of this field by the USOE, according to your area of concern, to:

Accreditation — Georgia Loutensock (538-7789)
Career and Technical Education — Jeff McDonald (538-7657)

* LEA NUMBER: (Required – ALL updates) The actual LEA number. This will be validated using the CACTUS database. (Example: 01 = Alpine School District)

SAMPLE "SC" RECORD

```
         1         2
....5....0....5....0
SC=1041800605SS14
```

The sample school record above indicates that all student records that follow (until the next school record) will belong to school number 104 ; the school is in session (classes being held) for 180 days ; the school's last day in session for the *current school year* is June 5th ; schedule year type is 'S' ; schedule day type is 'S', LEA is 14.

STUDENT RECORD

(3)   RECORD TYPE "S1="   (Required all updates)

The UTREx Clearinghouse requires one 'S1=' record for each enrollment a student has in any school during a school year. Each enrollment has an entry-date and exit-date. The student is in membership between those two dates, _**including the entry-date and the day preceding the exit-date**_. A student may have multiple enrollments in the same school within a school year, but at least one day must separate each exit-date and each re-entry date. Enrollments in multiple schools may overlap. The entry-date in one school may precede the exit-date from another school.

In the pre-UTREx Clearinghouse, only one 'S1=' record was permitted per enrollment student, in any school during a school year. When they constructed their Clearinghouse extracts, Utah SISs combined multiple enrollments from the same school within a school year into one S1 record. Combined records included the earliest entry date into the school and last exit date from the school. UTREx will continue to accept these 'combined' 'S1=' records for the October 1 submission period as well as multiple S1 records where they represent separate enrollments.
Beginning for the December 1, 2011 required UTREx Clearinghouse submission, and taking effect for any file submitted after November 15, 2011 these new rules will be in effect:

- Each enrollment in a school requires a unique S1 record.
- The Entry-Date is the first day of an enrollment.
- The Exit-Date is the day after the last day of enrollment.
- If enrollments for a student within the same school, within the same school year overlap, a Level II error will be generated.
- If enrollments from multiple schools-of-record overlap, a Level II Clearinghouse warning will be generated. NOTE: this Level II Clearinghouse warning will be suppressed until November 16, 2011.
- If multiple LEAs report they are a student's school-of-record on any given day, the school that reported the student's enrollment with the most recent Entry-Date is counted as the school of record on that day. This rule may have funding implications for some days, such as October 1.
- If the total number of 180 equivalent membership days reported by schools-of-record for a student within a school year exceeds 180 + (10 * the number of times a student transfers between schools-of-record), then a Level II Clearinghouse error will be generated.

For example;
1)   student "1234" enrolls in school A on 8/24
2)   student "1234" un-enrolls from school A on 10/5
3)   student "1234" enrolls in school B on 10/6
4)   student "1234" un-enrolls from school B on 10/20
5)   student "1234" re-enrolls in school A on 10/21
6)   student "1234" un-enrolls from school A on 12/1
7)   student "1234" re-enrolls in school B on 12/5 and remains there until the last day of school

Both LEAs (only one LEA if the schools A & B are in the same LEA) must submit two 'S1=' records for that student for school A, an, two 'S1=' records for that student for school B. The respective S1 records will each have different Entry-Dates and Exit-Dates according to the entry and exit dates.

| | | Data Record Column | | Doc | |
Field	Length	Start	End		Page	Short Description
RECORD-ID	03	001	003		11	S1=
STUDENT NUMBER	10	004	013		11	LEA assigned student number
SOC. SEC. NUMBER	09	014	022		11	Social Security number

```
                LAST NAME                  20    023   042   11    Student last name
                FIRST NAME                 16    043   058   11    Student first name
                MIDDLE NAME                16    059   074   11    Student middle name or initial
                BIRTH DATE                 08    075   082   11    Student birth date
                GENDER                     01    083   083   12    Student sex code
                ETHNICITY                  01    084   084   12    Student ethnicity (Hispanic / Latino ?)
                AMER INDIAN/ALASKAN NATIVE 01    085   085   12    Race American Indian or Alaskan Native ?
                ASIAN                      01    086   086   12    Race Asian ?
                BLACK OR AFRICAN AMER      01    087   087   12    Race Black or African American ?
                HAWAIIAN / PACIFIC ISL.    01    088   088   12    Race Native Hawaiian or other Pacific Islander ?
                WHITE                      01    089   089   12    Race White ?
                GRADE LEVEL                02    090   091   14    Student current grade level
                ENTRY DATE                 08    092   099   14    School entry date
                EXIT DATE                  08    100   107   14    School exit date
                EXIT CODE                  02    108   109   15    School exit code
                SCHOOL MEMBERSHIP          03    110   112   16    School aggregate membership
                HIGH SCHL COMPL STATUS     02    113   114   17    High School Completion Status
                PART-TIME                  01    115   115   18    Part-Time indicator
                CONCENTRATOR        06    116   121   18    Concentrator Code
                VOC-ACADEM DISADV          01    122   122   19    Voc. Academically Disadvantaged
                TECH PREP                  01    123   123   19    Tech. Prep
                TRIBAL AFFILIATION         01    124   124   19    Indian tribal affiliation
                LIMITED ENGLISH            01    125   125   20    Limited English Proficiency indicator
                ECONOMIC DISADV            01    126   126   20    Economically Disadvantaged
                RESIDENT STATUS            01    127   127   21    Resident Status code
                PHONE NUMBER        10    128   137   21    Student home phone number
                MIGRANT                    01    138   138   21    Migrant Student indicator
                DAYS ATTENDED              03    139   141   22    Aggregate DAYS in attendance
         @  HOMELESS                    01    142   142   22    Student's 'Homeless' status
                FIRST ENROLL IN US         08    143   150   22    Date first enrolled in U.S. school
                ELL NATIVE LANGUAGE        03    151   153   23    Student's native or first language
                ELL PARENT LANGUAGE        03    154   156   23    Parents language of preference
                ELL MONITORED ENTRY DATE   08    157   164   23    Date LIMITED ENGLISH changed to 'F'
                STUDENT ZIP CODE           05    165   169   23    Student's zip code - first 5
                MESA PROGRAM        01    170   170   23    Student involvement in MESA program
                DISTRICT OF RESIDENCE      02    171   172   24    District of residence (see descr)
                SCHOOL OF RECORD           01    173   173   25    School is student's 'school of record'
                GIFTED                     01    174   174   25    "Gifted" student
                504 SERVICES        01    175   175   25    Student receives section 504 services
                ELL INSTRUCTION TYPE       03    176   178   26    ELL instruction type student receives
                NCLB SCHOOL CHOICE         01    179   179   26    School out of area by choice
                NCLB SUPP SERV LANG        01    180   180   26    Recv'd Supplemental services in Language
                NCLB SUPP SERV MATH        01    181   181   27    Recv'd Supplemental services in Math
                STATEWIDE STUDENT ID       10    182   191   27    Statewide student identifier
                CUMULATIVE GPA             04    192   195   28    Student's cumulative GPA
                SPECIAL ED EXIT DATE       08    196   203   28    Date student exited Special Ed services
                KINDERGARTEN TYPE          02    204   205   29    Kindergarten type (if student grade '00')
                MILITARY CHILD             01    206   206   30    Is student a child of  military parent(s)?
                REFUGEE STUDENT            01    207   207   30    Does student have refugee status?
                IMMIGRANT                  01    208   208   31    Is student an immigrant?
                READ GRADE LEVEL           01    209   209   31    Does student read on grade level?
                READING INTERVENTION       01    210   210   32    Receiving reading intervention?
                RACE OBSERVER ID           01    211   211   32    Was RACE self identified or observer id?
         *  ACCOMPANIE STUDENT          01    212   212   32    Parent/Guardian accompanied student?
         *  LEA NUMBER                  02    213   214   32    LEA number
         *  SCHOOL NUMBER               01    215   217   32    School number
```

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Col 001-003 ; Required – ALL updates) The first three characters of a Student record must always contain the record identifier "**S1=**".

STUDENT NUMBER: (Col 004-013 ; Required – All updates) The *LEA assigned* student number. It will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Edited for uniqueness within school AND LEA. If a duplicate STUDENT NUMBER is found, the last name, first name, birth date, gender, and SSID will be compared to see if it's the same student, which makes it acceptable at the LEA level (not within a school).

Note: Student numbers will be routinely printed on reports, such as individual student test profiles, that the USOE returns to LEAs for use by teachers and parents. We therefore ***strongly encourage you to consider using something other than the student's SSN as the locally unique identifier***.

SOC SEC NUMBER: (Col 014-022 ; Optional) This is the student's 9 digit Social Security Number (SSN). It will be edited for completeness, numeric, and uniqueness (within school). Since this is used by Career and Technical Education (CTE) to facilitate collaboration with the Utah Department of Workforce Services in the evaluation of post secondary work placement as required by federal law, CTE requests there be an SSN for every student who is also enrolled in a CTE course or who is a CTE concentrator. However, if you don't have an SSN for a student, please leave this field blank. ***DON'T USE A PARENT'S SSN*** or send in a student record with the SSN equal to zero. In no case will the SSN be stored by the USOE in its Data Warehouse.

If it begins with more than 3 zeroes ['000......'], it's invalid

LAST NAME: (Col 023-042 ; Required – ALL updates) Student's last name as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 20 characters in length.

ONLY alpha characters (A-Z), SPACE, single quote (') and hyphens (-) are allowed. Left justified with trailing blanks.

FIRST NAME: (Col 043-058 ; Required – ALL updates) Student's first name as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 16 characters in length.

ONLY alpha characters (A-Z), SPACE, single quote (') and hyphens (-) are allowed. Left justified with trailing blanks.

MIDDLE NAME: (Col 059-074 ; Optional) Student's middle name or initial as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 16 characters in length.

ONLY alpha characters (A-Z), SPACE, single quote (') and hyphens (-) are allowed. Left justified with trailing blanks.

BIRTH DATE: (Col 075-082 ; Required – ALL updates) Student's birth date, it must include the century. The format is **YYYYMMDD**.

Must be a valid date ; can't be current or future date ; calculated age can't be less than 3 for ***non-migrant*** students (see NOTE) or greater than 23 for anyone. If the student does NOT have an S2 record AND is enrolled in kindergarten or a higher grade, calculated age cannot be less than 5 as of the prior September 1. Calculated age of a student enrolled in kindergarten or a higher grade without an S2 record may be 4 if MILITARY CHILD is 'Y' [Utah Code 53A-11-1402(4)].

NOTE: Only students flagged as migrant ('Y' in MIGRANT field) can be under 3 years of age. They **<u>must</u>** have ZERO membership.

GENDER: (Col 083 ; Required – ALL updates) Student's gender code.

CODE	MEANING
M	Male Student
F	Female Student

ETHNICITY: (Col 084 ; See Notes after RACE WHITE field for requirements)
Is this student a person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race?

CODE	MEANING
Y	Yes
N	No

NOTE: Unlike the racial categories, 'N' must be explicitly stated to indicate that the student is NOT of Hispanic or Latino ethnicity (BLANK is NOT valid).

AMER INDIAN/ALASKA NATIVE: (Col 085 ; See Notes after RACE WHITE field for requirements). Is this student a person having origins in any of the original peoples of North and South America (including Central America, and who maintains tribal affiliation or community attachment)

CODE	MEANING
Y	Yes
BLANK	No

ASIAN: (Col 086 ; See Notes after RACE WHITE field for requirements).
Is this student a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam?

CODE	MEANING
Y	Yes
BLANK	No

BLACK OR AFRICAN AMER: (Col 087 ; See Notes after RACE WHITE field for requirements). Is this student a person having origins in any of the black racial groups of Africa?

CODE	MEANING
Y	Yes
BLANK	No

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER: (Col 088 ; See Notes after RACE WHITE field for requirements). Is this student a person having origins in any of the original peoples of Hawaii, Guam, Samoa, Tonga, or other Pacific Island?

CODE	MEANING
Y	Yes
BLANK	No

WHITE: (Col 089 ; See Notes listed next for requirements).
Is this student a person having origins in any of the original peoples of the Europe, the Middle East, or North Africa?

CODE	MEANING
Y	Yes
BLANK	No

ETHNICITY/RACE NOTES:

(1)   Beginning with the October 2010 upload, HISPANIC must be Y or N and at least one of AMERICAN INDIAN, ASIAN, BLACK, PACIFIC ISLANDER, or WHITE must be Y. Students who were enrolled prior to the 2010-2011 school year should be given an opportunity to re-identify themselves under the new categories. If a student, or parent on behalf of a student, refuses to self identify, the school which enrolls the student must use a consistent "observer identification" methodology to determine both ethnic (Hispanic or not) and racial identity of the student.

(2)   If AMERICAN INDIAN is Y, TRIBAL AFFILIATION cannot be blank.

(3)   For the purpose of summarizing race/ethnicity data to support the allocation of state funds, any student identified as HISPANIC, AMERICAN INDIAN, ASIAN, BLACK, or PACIFIC ISLANDER, singly or in combination with other categories (including WHITE), will be considered a member of an "ethnic minority".

(4)   For the purpose of summarizing race/ethnicity data to report basic demographic information to the federal government, a student:

  - identified as HISPANIC will be counted in the Hispanic category
  - not identified as HISPANIC and identified with only one race will be counted in that racial category
  - (2011 and beyond) not identified as HISPANIC but identified with two or more races will be counted in a new "two or more races" category.

(5)   How multi-race/ethnicity data will be handled for the purpose of accountability reporting (NCLB/AYP and U-PASS) has not yet been determined by the USOE.

(9)   This new way of defining, collecting and reporting race/ethnicity data is based on a federal mandate as specified in the Federal Register, Vol. 72, No. 202, October 19, 2007, pp. 59266-59279, at:
             HTTP://edocket.access.gpo.gov/2007/pdf/E7-20613.pdf

(10)   For guidance in implementing the mandate, including suggestions on how to conduct observer identification, LEAs are very strongly advised to consult Managing an Identity Crisis, Forum Guide to Implementing New Federal Race and Ethnicity Categories (October 2008) at:
             HTTP://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=20080802

GRADE LEVEL: (Col 090-091 ; Required – ALL updates) Student's current grade level. Valid entries:

CODE	GRADE LEVELS
-1 or PK	For Pre-Kindergarten
00 -- 12	For Kindergarten thru Grade 12

Note 1: For special education students in an ungraded setting, determine the grade level on the basis of the student's chronological age according to the following table:

Age before School year	------- Grade if BIRTHDAY is: -------	
	BEFORE Sept 2	ON or AFTER Sept 2
3		PK
4	00	PK
5	01	00
6	02	01
7	03	02
8	04	03
9	05	04
10	06	05
11	07	06
12	08	07
13	09	08
14	10	09
15	11	10
16	12	11
17-21	12	

Note 2: During the actual database update process, an error will be flagged, and the update stopped, if a student's grade level is outside of the grade range for the school, as defined in CACTUS, under which the student is submitted.

ENTRY DATE: (Col 092-099 ; Required – ALL updates) Date the student entered school this school year. If the student entered the same school multiple times, please use the _**first**_ entry date. It must include the century. The format is **YYYYMMDD.**

> **Note:** This "first entry" date stipulation above applies only to LEAs using SISs that will not be capable of producing multiple 'S1=' records for the October 1 submission period. This part of the ENTRY DATE definition (second sentence) will be obsolete for ALL LEAs after November 15, 2011.

EXIT DATE: (Col 100-107 ; Optional unless there is an EXIT CODE – All updates) Day _**following**_ the last day of school membership. If the student exited the same school multiple times, please use the _**last**_ exit date. It must include the century. The format is **YYYYMMDD.** If present, the date _**must**_ be within the current school year (July 1 – June 30). If the student is still attending the school being reported in the SCHOOL (SC) record prior to this S1 record, or if the student is still attending the school at year-end leave this field blank.

> **Note (1):** If a student record (S1) contains an EXIT DATE prior to or <u>on</u> Oct 1 or prior to or <u>on</u> Dec 1,that student will NOT be included in the Oct 1 and/or the Dec 1 counts. An EXIT DATE of Oct 1 or Dec 1 means the last day was actually Sept 30 or Nov 30 respectively and therefore the student will not be counted.

> **Note (2):** The sentence "If the student exited the same school multiple times, please use the _**last**_ exit date." is not applicable for LEAs capable

of reporting multiple enrollments for a student within a school within one school year. All LEAs must be capable of reporting multiple enrollments by November 16, 2011.

EXIT CODE: (Col 108-109 ; Optional unless there is an EXIT DATE – All updates)
    This code identifies the reason for the above exit date.

EXIT CODE	Reason
AE	Transferred to Adult Education
DE	Death
DO	Dropout
EX	Expelled
FE	Foreign Exchange Student
GE	GED
HE	Transferred to Higher Education, except UCAT
OG	Other Graduate
Q1	Early Graduate -- 1st Quarter Senior Year
Q2	Early Graduate -- 2nd Quarter Senior Year
Q3	Early Graduate -- 3rd Quarter Senior Year
TC	Transferred out of the country
TD	Transferred within the LEA
TH	Transferred to home schooling
TN	Transferred to another public school by choice under NCLB
TO	Transfer out of State
TP	Transferred to a Private School
TR	Transferred to a Charter School
TS	Transferred to another regular school LEA within the State
TT	Transferred to another Track within the School
T1	Early Graduate -- 1st Trimester Senior Year
T2	Early Graduate -- 2nd Trimester Senior Year
UC	Transferred to Utah College of Applied Technology (UCAT)
UN	Unknown
WD	Withdraw
WP	Withdrawn from Preschool
11	Early Graduate -- 11th Grade
Blank	If EXIT DATE is left blank

Note (1):   If the student is a senior (GRADE LEVEL = 12) and none of the exit
             codes apply use the HIGH SCHOOL COMPLETION STATUS field unless the
             senior is PART TIME 'H' or 'P'. If a senior is PART TIME 'H' or 'P'
             EXIT CODE cannot be blank AND H.S. COMPLETION STATUS can't be used).

             If any of the EARLY GRADUATE exit codes are used, see NOTE 5 under
             HIGH SCHOOL COMPLETION STATUS.

Note (2):   Use 'DO' for students in any update who were dropped from membership
             under the 10-day rule [see R277-419-1(O) at:
                http://www.rules.utah.gov/publicat/code/r277/r277-419.htm]
             and cannot be properly accounted for at the time of the update by
             any other exit code.

NOTE (3):   Use "WD" only in a situation so serious that educational services
             can't be continued even under conditions of R277-419-4(A)(1)(f)(ii).

NOTE (4):   Use "FE" for students who withdrew to, and actually did, formally
             enroll in school in another country as a foreign exchange student or
             a foreign exchange student enrolled in your LEA/school that exited
             to return home.

NOTE (5):   Use "OG" for students who exit as graduates, completers, or who
             aged out:
             • *during* the fourth quarter or third trimester of their senior
               year
             • if a "retained senior" in the prior year, any time before the
               end of their second or subsequent senior year If EXIT CODE is
               "OG", HIGH SCHOOL COMPLETION STATUS must be "GR", "G3", "GM",
               "CT", or "AO".

(Notes continued on next page)

EXIT CODE (Continued)

NOTE (6): Use "TC" for students who transferred out of the U.S. For this data collection, "outlying areas" (such as American Samoa, Guam, the Northern Mariana Islands, Palau, Puerto Rico, and the Virgin Islands) are considered to be outside the U.S.

NOTE (7): If a student was identified as EX at year end and there are no S1 or ES records reported as of October 15 the next school year, then the student's high school completion status sill be set to DO for the prior school year.

NOTE (8): Use GE for students who exited the LEA but earned a GED by year end (prior to submission of Year End Clearinghouse). If the student exited with the intent of earning a GED but did not do so by year end, use DO.

NOTE (9): If the school identified in the SC record associated with this S1 is a charter school, TD cannot be used. **MAY BE ELIMINATED BECAUSE CHARTERS MAY BE MULTIPLE CAMPUS NOW.**

NOTE (10): Use AE, HE, or UC as appropriate when the student leaves the K-12 system to enroll in another level of schooling without first having earned a high school diploma.

NOTE (11): If Exit Code is WP, Grade Level must be PK.

NOTE (12): Use UN, when the location or status of the student is unknown or uncertain.

NOTE (13): Use TN, instead of TD (to another school within district), TR (to a charter school) or TS (to another district) ALWAYS and ONLY when the transfer was explicitly by choice because of and in accordance with NCLB provisions.

SCHOOL MEMBERSHIP: (Col 110-112 ; Required) Regular student aggregated school membership. This field should be recalculated for each update and should reflect the total aggregate school membership for this school year, accurate up to the day you create the update file. Membership days should be reported in **180 day equivalent days** (see page 5 for 180 equivalent calculation).

Must be complete (right justify, zero fill), '000' is OK,.

Note (1): Include only regular school membership days in this total. For self-contained Special Ed. or YIC students, any self-contained membership days should NOT be included here. Report all self-contained membership days:
Special Ed: on an "S2" record
YIC: on an "S3" record
For resource Special Ed. or YIC students, their membership in school is included on the "S1" record and their membership in the resource program or YIC 'TIME' is included on the "S2" (Special Ed) or "S3" (YIC) record.

Note (2): If you have students (especially ELL students) that are attending private schools or are home schooled but are *not* actually receiving services (they are *eligible* to receive services you provide but have not elected to do so) enter the three characters "PVT" for private school or "HSC" for home school in this field. All other membership ("S2", etc) must be zero. Also, PART TIME must be BLANK. *Any student* with "PVT" or "HSC" here must be submitted under school 995 (private) or 990 (home).

DO NOT use 'PVT' or 'HSC' here for private or home schooled students that *are* actually receiving services. These students should be enrolled in a school other than 995 or 990 with membership greater than zero and PART TIME should be 'H' or 'P'.

Note (3): The sum of _school_ membership (S1) and _self-contained_ SCRAM membership (some S2's) cannot exceed 180 days and _independently_, the sum of _school_ membership (S1) and _self-contained_ YIC membership (some S3's) cannot exceed 180 days.

HIGH SCHL COMPL STATUS: (Col 113-114 ; Optional except as indicated below)
>   All students who are seniors (GRADE LEVEL = 12), the school submitted under is his/her school of record, and is NOT exited must have one of the following codes indicating the final outcome of their schooling as of July 15. ONLY seniors can be G3, CT, GP, DO, or RT. Also required if student is an early graduate or SCHOOL EXIT CODE is 'OG'.

CODE	MEANING
GR	Basic High School Diploma
G3	Basic High School Diploma – IEP team has determined that the student's participation in statewide assessment is through the UAA
GM	Basic High School Diploma – did not meet requirements of GR, or G3 but did satisfy other criteria provided specifically for military children in Utah Code 53A-11-1404
GC	Adult Education Secondary Diploma – Carnegie Units
GG	Utah High School Completion Diploma - GED
CT	Certificate of Completion – Awarded by LEA
RT	Retained Senior
GP	Graduation Pending
AO	Aged Out of Special Education
DO	Dropout

Note (1): Use of the GR, G3 and CT codes is governed by R277-705-4 subsections 4 on diplomas and certificates of completion and 5 on students with disabilities (see:
http://www.rules.utah.gov/publicat/code/r277/r277-705.htm)

Note (2): Use GP for students who are enrolled in a summer program with the expectation of obtaining a high school diploma by October 1. If a subsequent year upload on or prior to October 15 does not contain an ES record for a student identified as GP at year end, the student's high school completion status will be set to CT in the Warehouse. We need to determine out if an ES record can come anytime during the following year, but prior to October 1 – we need to know how it works in UTREx

Note (3): Use "RT" for students in grade 12 who meet the criteria listed in R277-419-4(1)(i) for continuing to enroll beyond the age of 17 after one's cohort has graduated and who are expected to reenroll in the following year. These students cannot be exited. Students who are identified as RT will have their expected graduation date incremented by one year in the Warehouse. If a subsequent school year upload on or prior to October 15 does not contain an S1 or ES record for a student identified as RT at year end, the student's high school completion status will be set to DO in the Warehouse.

Note (4): For the purpose of calculating graduation and dropout rates, CT will be excluded as neither graduates nor dropouts. GP and RT are temporary statuses.

Note (5): If an Early Graduation value is submitted in the EXIT CODE (Q1, Q2, Q3, T1, T2, 11) you MUST supply one of the graduate codes (GR, G3) in the HIGH SCHOOL COMPLETION STATUS.

Note (6): If G3 is used , there must also be a SCRAM (special education) record associated with the student.

Note (7): Use DO for seniors who did not exit and do not fit any other category (except seniors with PART TIME = 'H' or 'P']..see Note 10).

(Notes continued on next page)

HIGH SCHOOL COMPLETETION STATUS (Continued)

> **Note (8):**   If AO is used, SCRAM EXIT REASON must be D.
>
> **Note (9):**   If 'GM' is used, then MILITARY CHILD must be 'Y'.
>
> **Note (10):**   Must be BLANK for PART TIME 'H' or 'P' senior and EXIT code must be entered (should be 'TH' or 'TP').
>
> **Note (11):**   Use of the GC and GG are governed by R277-733-7-D-(5). An out-of-school youth of school age who has successfully completed an Adult Education Secondary Diploma or a Utah High School Completion Diploma shall be reported as a graduate for K-12 graduation (AYP) outcomes. The USOE Adult Education program will report these graduates to LEAs twice a year - June and September. GC and GG can't be used for early graduates. For questions or further information contact Bela Vastag (801-538-7775 ; bela.vastag@schools.utah.gov).

PART-TIME: (Col 115 ; Optional all updates) This is for indicating the status of a student who is enrolled for only part of the school day. Must be blank if 'PVT' or 'HSC' in school membership.

CODE	MEANING
H	Home Schooled
P	Private School
S	Stable
Blank	All others

> **Note (1):** Use 'H' ("Home Schooled") for a part time student
> a) whose family received a certificate in accordance with Utah Code 53A-11-102 exempting him/her from public school attendance
>   **AND**
> b) who is enrolled in a public school for part of the day
>
> **Note (2):** Use 'P' ("Private School") for a part time student
> a) who is enrolled in a private school
>   **AND**
> b) who is enrolled in a public school for part of the day
>
> **Note (3):** Use 'S' ("Stable") for a part time student
> a) who is neither home schooled nor enrolled in a private school
>   **AND**
> b) who has been enrolled in a public school for the entire year

CONCENTRATOR: (Col 116-121 ; Optional all updates ;)
Concentrator Code. This is a six digit numeric field requested for students in Career and Technical Education (CTE) programs.

If not blank it must be complete, all numeric, and S1 should contain an SSN (CTE requirement)

> **Note:** "Concentrator" is defined as a student who completes three semesters (1.5 credits) of training in the same CTE program area during grades 9-12. A CTE Program area consists of all courses beginning with the same first two digits of the CIP Code.
>
> You should include the first two digits of the group of courses completed as described above plus "0000". For example '510000' for those who took 3 semester classes (1.5 credits) in the Health Sciences Program Area. The field should be blank if not a concentrator.

VOC-ACADEM DISADV: (Col 122 ; Optional all updates ;) Used to
    identify Vocational Academically Disadvantaged students.

CODE	MEANING
D	Disadvantaged (Cum GPA 1.99 or below [grades 9-12 only])
Blank	All others

TECH PREP: (Col 123 ; Optional all updates ;) This code
    identifies a College Tech Prep student.

CODE	MEANING
Y	Yes, a Tech. Prep Student
Blank	All others

Note: College Tech Prep is defined at
        http://www.usoe.k12.ut.us/ate/TechPrep/TechPrep.htm

**TRIBAL AFFILIATION: (Col 124 ; Optional all updates unless American Indian/Alaska
    Native is 'Y' ;)** This code indicates the Indian
    tribal affiliation of students.

CODE	MEANING
G	Goshute
N	Navajo
P	Paiute
S	Northwest Band Shoshone
U	Ute
O	Other tribe
Blank	Other than 'Y' in **AMERICAN INDIAN/ALASKA NATIVE**

If AMERICAN INDIAN/ALASKA NATIVE is 'Y', TRIBAL AFFILIATION cannot be blank.

NOTE (1):   If AMERICAN INDIAN/ALASKA NATIVE is 'Y', TRIBAL AFFILIATION cannot
        be blank. However, TRIBAL AFFILIATION may also be indicated even
        when AMERICAN INDIAN/ALASKA NATIVE is ___not___ 'Y'.

NOTE (2):   These are the five "federally recognized tribes" (or tribal groups)
        with agencies in Utah.

LIMITED ENGLISH: (Col 125 ; Optional all updates unless student is ELL ; Reported: all updates) This code identifies the student's English Language Learner (ELL) status.

CODE	MEANING
Y	Student is ELL. This includes <u>all</u> UALPA levels. *No* ELL MONITORED ENTRY DATE
O	Refused services offered through NCLB Title III. This includes <u>all</u> UALPA levels. *No* ELL MONITORED ENTRY DATE
F	Fluent – UALPA level 5 scored on a <u>prior year</u> test, or otherwise met ELL exit criteria. **Must have a date for when exited services and entered monitoring** (see "If 'F' here" below)
N	Tested and determined not to be ELL
BLANK	Not tested – not ELL

If 'Y', 'O' or 'F' here:
- fields ELL NATIVE and ELL PARENT languages *must* be present

If 'Y' or 'O' here:
- field ELL INSTRUCTION TYPE *must* be present

If 'F' here:
- field ELL MONITORED ENTRY DATE *must* have a valid date. The date must be in a school year *prior* to the one for which data are reported. For Example, for YE 2011, an ELL MONITORED ENTRY DATE after 6/30/2010 will result in an error.

Note 1: Students who are 'F' need to have that designation continued on his/her S1 record

for 2 school years beyond the school year in which he/she was initially determined as being a fluent ELL student. Students who are no longer in the two-year monitoring period may be submitted as F, but they will not be included in any ELL counts.

Note 2: Students who are Y or O will be counted as ELL for the purpose of allocating federal funds. Students who are Y or O or F with an ELL MONITORED ENTRY DATE within the prior two school years will be counted as ELL for the purposes of allocating state funds and accountability reporting. In the latter case, for example, if, at YE 2011, a student is classified as F and the student's ELL MONITORED ENTRY DATE is after 6/30/2008, indicating the student entered the monitoring period sometime since the beginning of the 2009 school year, the student will be counted as ELL.

Note 3: Students who scored level 5 on the UALPA on the <u>current year</u> test are ELL for the current year. Unless the Fluent designation is overridden, these students will be submitted as F in the next school year.

ECONOMIC DISADV: (Col 126 ; Optional ;Reported) This code identifies the status of students with respect to "economic disadvantage".

CODE	MEANING
F	**Eligible for Free Lunch**
R	**Eligible for Reduced Price Lunch**
Y	**Economically Disadvantaged**
Blank	**NOT economically disadvantaged**

Note (1): Use "Y" for students who are enrolled in a Provision II or Provision III school and not accounted for as "F" or "R" themselves OR (only in the case of a charter school), for students for whom a Declaration of Household Income is on file. You *may* also use "Y" for students who are eligible for a fee waiver or siblings of "F" or "R" students enrolled in a school that does not offer a lunch program and are not otherwise accounted for.

Note (2): The Declaration of Household Income is voluntarily used by charter schools which do not participate in the National School Lunch Program to determine if a student is "economically disadvantaged" for the purpose of allocating NCLB funds.

RESIDENT STATUS: (Col 127 ; Required) This code
identifies the resident status of all students.

CODE	MEANING
A	Non-Utah Resident
B	Utah resident but NOT district resident
C	District resident enrolled in another state
F	Non U.S. resident enrolled as a F1 Foreign Exchange student with no WPU
J	Non U.S. resident enrolled as a J1 Foreign Exchange student who receives a WPU through the state Student Exchange Program
U	District Resident

NOTE (1): Students with status of A, F, or J will not be counted in membership or other student statistics that generate funding.

NOTE (2): Charter school students who are not A, F or J should be designated as U. The specific district is identified in the DISTRICT OF RESIDENCE field according to their permanent address.

PHONE NUMBER: (Col 128-137 ; Optional) This is the 3 digit area code plus the 7 digit student home phone number. This field is numeric or left blank if no number is available. Since this is used by Special Education to facilitate monitoring of educational services provided to children with disabilities as required by federal law, there should be a phone number for each student who has an "**S2**" record. This field is optional for all other students. In no case will the phone number be stored by the USOE in its Data Warehouse.

NOTE: If not blank, must contain all 10 digits.

MIGRANT: (Col 138 ; Optional) A migrant student is
a student who enrolled during the year **AND** has a Certificate of Eligibility (COE) form on file in the LEA.

CODE	MEANING
Y	Migrant Student
Blank	All others

NOTE 1: ONLY the following LEAs can submit students as migrant: Beaver, Box Elder, Cache, Canyons, Davis, Granite, Iron, Jordan, Logan, Millard, Nebo, North Sanpete, Piute, Sevier, South Sanpete, Ogden, Provo, Washington.

NOTE 2: Please direct questions about the COE to the USOE Migrant Education Specialist, Max Lang, at (801) 538-7725.

DAYS ATTENDED: (Col 139-141 ; Required) This represents the _sum_ of days attended by the student in both regular settings (S1) and _self-contained_ settings (Special Ed [some S2 records] as well as YIC [some S3 records]) and should be reported in **180 day equivalent days** (see page 5 for 180 equivalent calculation). A student should be counted as 'in attendance' on a school day if the student was counted on the roll by a teacher as being "present":

      Grades 1-6 : at any time during the day
      Grades 7-12: in at least one period of the day

BLANK is an error at year-end. If present, must be complete (right justify, zero fill) ; '000' is OK ; Can't be greater than the sum of _school_ membership and _self-contained_ SCRAM and YIC membership ; BLANK is OK for Oct 1 and Dec 1 but if present, all above constraints apply.

Note (1): If the sum of DAYS ATTENDED for all students associated with a school is less than 50% of total membership (the sum of regular and self contained special education and self contained YIC membership for all students) a warning will be generated.

Note (2) If the sum of DAYS ATTENDED for all students associated with a school is 0 an error will be generated.

@ HOMELESS: (Col 142 ; Required) Student's homeless status.

CODE	MEANING
0	Not homeless
1	With another family because of a loss of housing or economic hardship
2	In a motel or hotel
3	In a shelter (emergency, transitional, or domestic violence)
4	In a car, park, campground, or public place
5	Somewhere without adequate facilities (running water, heat, electricity)

Above codes are OK ; BLANK is an error at Year-End ; If present for Dec 1 it will be edited for above values.

FIRST ENROLL IN US (Col 143-150 ; Optional): If the student was _born outside of the United States_, enter the date of the student's first enrollment in a school in the United States. Otherwise, leave blank.

If entered it must be a valid date (19yymmdd or 20yymmdd) and NOT greater than the current date or school enter date.

- **If ONLY the month and Year are known, use the last day of the month for the day.**

- **If ONLY the year is known, direct registrar personnel to question the parent/student to determine, at a minimum, the month. Then use the above rule for the day.**

NOTE (1): For the purposes of this data collection program, "outlying areas" (such as American Samoa, Guam, the Northern Mariana Islands, Palau, and the Virgin Islands) are considered to be "outside" of the United States.

NOTE (2): This field must be present if field IMMIGRANT is 'Y'.

NOTE (3): Please direct questions about immigrant data to the USOE Title III / Alternative Language Specialist, Rita Brock at (801) 538-7761.

ELL NATIVE LANGUAGE (Col 151-153 ; Optional unless LIMITED ENGLISH is 'Y', 'O' or 'F' Reported): Native or first language of student.

BLANK is OK for Dec 1 (regardless of value of LIMITED ENGLISH) but if present it will be edited for valid values found at:

http://www.schools.utah.gov/curr/ELLALS/doc/language_codes.xls

If you cannot find a language on the list, contact Rita Brock at rita.brock@schools.utah.gov or 538-7897. New codes will be derived from ISO/DIS 693-3 at http://www.sil.org/iso639-3/codes.asp whenever possible. In some cases, extensions of the code may be created using X** as the pattern.

NOTE: English (ENG) is not valid for ELL NATIVE LANGUAGE.

ELL PARENT LANGUAGE (Col 154-156 ; Optional unless LIMITED ENGLISH is 'Y', 'O' or 'F' Reported): Language which parent(s) of student prefer in communication with the school.

BLANK is OK for Dec 1 (regardless of value of LIMITED ENGLISH) but if submitted it will be edited for valid values (SEE ELL NATIVE LANGUAGE).

ELL MONITORED ENTRY DATE (Col 157-164 ; Required if LIMITED ENGLISH is 'F' ; Reported): The date the ELL student was advanced to LIMITED ENGLISH code 'F' (Former ELL student – exited an ELL program and *entered monitoring*). Format **YYYYMMDD**.

- *Cannot be BLANK* if field LIMITED ENGLISH is 'F' (the year (YYYY) must be in a school year *prior* to the one for which data are reported).

- *Must be blank* if LIMITED ENGLISH is not 'F'

NOTE: All entry dates reported that are after 6/30/2008 must be of the format YYYY0630 (0630 as the MMDD portion).

STUDENT ZIP CODE: (Col 165-169; Required) First 5 digits of the zip code of the address at which the student resides while attending school.

Complete, All numeric, must start with '84' unless field RESIDENT STATUS is 'A'.

MESA PROGRAM (Col 170 ; Optional): Identifies the degree of student involvement in the MESA (Math, Engineering, Science Achievement) program during the year.

CODE	MEANING
A	Student joined MESA and met all LEA requirements to be recognized as having fully participated in the MESA program for the year
B	Student joined MESA and participated in at least one MESA activity
C	Student joined MESA but did not participate in any MESA activity
Blank	All others

If entered only BLANK, 'A', 'B' or 'C' is allowed

NOTE: Please direct questions about MESA data to the USOE MESA Program specialist, Jeff Ojeda, at (801) 538-7945.

DISTRICT OF RESIDENCE: (Col 171-172 ; Optional for regular districts [01-40, 42] ; Required all updates for charter schools) Intended use is for LEAs with numbers other than 01-40, 42, such as charter schools. This is the REGULAR district number (01-40, 42) of the district in which the **PERMANENT** address of the student is located.

CODE	MEANING
01-40, 42	Valid *regular* Utah school district number

Required for charter schools. Must be complete ; include a leading zero for district numbers less than 10.

NOTE: Correct reporting by charter schools of district of residence is crucial for two major reasons: (1) projection of enrollment, which in turn drives legislative appropriation for public education; and (2) reallocation of revenue from districts to charter schools – both from local property tax ("local replacement") and NCLB formula (e.g., Title I) grants – as required under state and federal statutes, respectively. Charter schools should use the following guidance in determining the district of residence:

- Indicate the district in which the student would be residing if they were not attending the charter school

- This does NOT necessarily mean the district within whose boundaries the charter school is located

- In some cases, this may legitimately be a district at some distance from the charter school, if the student has moved away from their parents to attend the charter school

District of residence counts are displayed on the Clearinghouse Summary Reports for each charter school. These reports are forwarded by the USOE as necessary to school district business officials during the data collection period. It is the responsibility of the district to follow up directly with a charter school where any concern arises as to the accuracy of the counts. However, it is the charter school's responsibility to inform the district in question as soon as a student from that district enrolls in the charter school. In short, inaccuracies in recording of district of residence should be resolved cooperatively among districts and charter schools on an ongoing basis before they become problems in reporting and allocation.

SCHOOL OF RECORD (Col 173): Optional)
>   The "SC" record this "S1" follows is the ONE school to which data should be
>   attributed for the student.

CODE	MEANING
N	NOT the student's school of record
Blank	The student's school of record

>   **NOTE (1):** This is for students enrolled in more than one school of any type,
>   including online schools within the same LEA or in multiple LEAs **On**
>   October 1 or any other day of the year. Only one of the schools can
>   be counted as the SCHOOL OF RECORD.

>   **NOTE (2):**
>   If multiple S1 records have a blank in this field (meaning they both
>   claim to be the school-of-record)and two or more of these S1 records
>   enrollment/membership periods include the same day, then the school
>   with the **latest entry date** is considered the school of record on
>   that day.

GIFTED (Col 174 ; Optional):
>   Indicates if the student was identified by the local education agency as being
>   eligible for participation in a program for the gifted and talented.

CODE	MEANING
Y	Gifted Student
Blank	All others

>   **Note:** If the student was enrolled in an Advanced Placement or Concurrent
>   enrollment course but was not formally identified as gifted by the local
>   education agency, leave this field blank.

504 SERVICES (Col 175 ; Optional):
>   The student received services under Section 504 of the Rehabilitation Act of
>   1973.

CODE	MEANING
Y	Received 504 services
Blank	All others

ELL INSTRUCTION TYPE (Col 176-178 ; Optional all updates unless LIMITED ENGLISH is 'Y' or 'O'): The type of ELL instruction the student receives.

CODE	MEANING
BIH	Heritage Language Instructional Programs
BIN	Native Language Support
BIT	Transitional Bilingual
BIW	Two-way Bilingual
DUL	Dual Language
ESL	English as a Second Language
IMP	Partial English Immersion
IMS	Structured English Immersion
IMT	Total English Immersion
SEI	Sheltered English Instruction
Blank	All others

Can't be BLANK if LIMITED ENGLISH is Y or O.

Note: If you are uncertain about how to classify an instructional program for English Language Learners, please contact Rita Brock, at (801) 538-7897, for assistance.

NCLB SCHOOL CHOICE (Col 179 ; Optional):
Indicates whether the student is enrolled in this school, outside of their assigned attendance area, by choice under the provisions of NCLB Title I Part A

CODE	MEANING
Y	Enrolled by choice under provisions of NCLB Title I Part A
Blank	All others

NCLB SUPP SERV LANG (Col 180 ; Optional):
Indicates whether the student received supplemental services in Language Arts, funded out of the LEA's NCLB Title I Part A allocation, by identifying the approved provider of that service. *See the list of providers and Notes below NCLB SUPP SERV MATH.*

NCLB SUPP SERV MATH (Col 181 ; Optional):
 Indicates whether the student received supplemental services in Mathematics, funded out of the LEA's NCLB Title I Part A allocation, by identifying the approved provider of that service.

CODE	MEANING
A	Lindamood Bell
B	Connections After School
C	SMART
D	U of U Reading Clinic
E	HOSTS Learning
F	Prime Time Academy
G	Failure Free Reading
H	International Language Programs
I	Newton Learning
J	Utah Alliance of Boys & Girls Clubs
K	ABC Phonetic Reading
L	American Preparatory Academy
M	Catapult Online
N	Higher Ground Learning
O	Education 2020
Blank	Did not receive supplemental services

 NOTE (1): ONLY the following LEAs have one or more schools in Year 2 or higher of Program Improvement and *can* have an NCLB SUPP SERV count – sum of MATH and LANG – greater than 0 (zero):
  Canyons, Provo, Salt Lake, Wasatch

  (All other LEAs *cannot* have an NCLB SUPP SERV count greater than 0 (zero))

 NOTE (2): Please direct questions about NCLB Choice and Supplemental Services data to Ann White (801-538-7827) or Sarah Moore (801-538-7862).

STATEWIDE STUDENT ID: (Col 182-191 ; Required – All updates)
 The number assigned to the student using the Statewide Student Identifier (SSID) assignment process.

 Does not have to be complete but MUST be a NUMERIC value greater than 1,000,000.

 NOTE: There *MUST* be a LOCATION row in the SSID database for the submitting LEA and the SSID must be active (hasn't been 'merged' away). If there is NO location row OR there is a location row but the SSID is not active, an error will be issued and the update will be aborted.

CUMULATIVE GPA: (Col 192-195 ; Required at year end for grades 9-12)
Cumulative GPA to three decimal places as you would provide it to a cllege when a student requests that a transcript be sent to an admissions office.

VALUE	MEANING
'0000' to '4000'	Actual GPA
'NGPA'	No GPA - severely disabled Special Ed students
	OR
	LEAs that don't give GPA

For actual numeric GPA, DO NOT include the decimal...it is *implied* to be between positions 1 and 2. Acceptable values range from 0000 to 4000 (implied 0.000 to 4.000), where 4000 means "A" and 0000 means "F".

BLANK is an error at year end (grades 9-12) and if present in Oct 1 or Dec 1 upload(s) (or grades other than 9-12) it will be fully edited.

NOTE: It is *expected* that a numeric Cumulative GPA will be sent in for all Special Ed students for which a GPA can be calculated (by all LEAs that calculate/maintain/give GPAs).

SPECIAL ED EXIT DATE (Col 196-203 ; Required at year end): The date the student in special education has completely exited from all special education and related services. This exit date must be resubmitted each year for two years after exit date for student's score to count in special education subgroup. Exit date of more than two years will not be counted (if exits in school year 2007-2008, may be counted in special education subgroup in 2009 and 2010, not in 2011 or beyond).

Format YYYYMMDD. Must be on or before school exit date ; If this date is submitted, *ALL* S2's submitted must also have an exit date and the exit date on the S2's *cannot* be after this date.

For questions regarding use of this date contact Wendy Carver (538-7639 ; wendy.carver@schools.utah.gov).

KINDERGARTEN TYPE: (Col 204-205 ; Required if GRADE LEVEL = 00)

Identifies if Kindergarten students participated in an extended Kindergarten program (regardless of funding source), and which type of program.

CODE	MEANING
FN	Full Day, No Extended Year
ON	Full Day Other, No Extended Year
EN	Extended Hours, No Extended Year
YN	Extended Year, No Full Day or Extended Hours
FY	Full Day and Extended Year
OY	Full Day Other and Extended Year
EY	Extended Hours and Extended Year
NN	No Significant Extended Kindergarten Program Participation
BLANK	Not Kindergarten (GRADE LEVEL is NOT 00)

Constraint: Must be one of the non-BLANK values if GRADE LEVEL = 00. Must be BLANK if GRADE LEVEL is not 00.

Definitions:

Full Day	The student stays with the same teacher, in a continuous all day session.
Full Day Other	The student is enrolled in a full day Kindergarten, but does not stay with the same teacher in a continuous all day session. For example, students may have different teachers or be in two half-day sessions.
Extended Hours	Kindergarten that extends beyond the regular 1/2 day Kindergarten program, but is less than a full day. For example, a student may stay for an extra hour each day, or for 2 hours Monday, Wednesday, and Friday.
Extended Year	Extends beyond the regular (180-day) school year. It could extend before or after the regular school year. For example, a student may participate in a summer school program or in a 2-week jump-start program.

NOTE (1): Report students who participated in an extended Kindergarten program for a significant amount of time. (A rough guideline is to include students who participated in the program for at least 2/3 of the program for Extended Year programs and for at least 2/3 of the school year for Full Day, Full Day Other, and Extended Hours Programs.) If a student did not participate in an extended Kindergarten program for a significant amount of time, report NN.

NOTE (2): Each student may only be reported in one distinct program type. If a student participated in multiple program types, report the program in which the student had significant participation. If no participation was significant, report NN.

NOTE (3): For questions regarding KINDERGARTEN TYPE contact Jennifer Lambert (538-7892 ; jennifer.lambert@schools.utah.gov).

MILITARY CHILD: (Col 206 ; Optional)

CODE	MEANING
Y	**Yes, this is a military child for the purposes described in Note (1)**
BLANK	**Not applicable**

Note (1):   Use this flag ONLY when:

   a)   You enroll a military child who is not five years of age before September 2 of the year in which admission is sought if the military child was previously enrolled and attended a public school in kindergarten or a higher grade as a resident in another state [Utah Code 53A-11-1402(3)]   OR

   b)   It is necessary to waive certain state or local graduation requirements for a military child who transfers in during their junior or senior year of high school in order for the student to obtain a regular high school diploma [Utah Code 53A-11-1404].

Note (2):   "Military child" means a child enrolled in kindergarten through grade 12 who is legally residing in the household of an **active duty** service member or whose parent or legal guardian is an active duty service member.

Note (3):   "Active duty" means **full-time duty status** in the active uniformed Service of the United States, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Sections 1209 and 1211.

Note (4):   Those in the regular military are by definition always on full-time duty status. Otherwise, the key criterion for determining whether someone is full-time duty status is whether they are currently serving in Title 10, Section 1209 status of the US Code. (An individual with Title 10 status may be assigned or deployed to any duty station at any time.) So, only those persons in the regular military and those Guard or Reserve members in Title 10 status are considered to be on full-time duty status. Unless in Title 10 status, non full-time and part-time Guard and Reserve members are civil service employees and their children do NOT qualify for exceptional treatment with respect to enrollment or graduation. Guard and Reserve personnel who are classified as AGR (Active Guard Reserve) are considered full-time duty status ("active duty").

REFUGEE STUDENT: (Col 207 ; Optional)
Identifies the student as having refugee status.

CODE	MEANING
Y	**Yes, a refugee**
BLANK	**All others...not a refugee**

NOTE: Determining a child is a refugee is contingent upon the LEA being provided one of the following:

   A) I-94 Arrival-Departure Record form
   B) I-551 permanent resident record
   C) I-155 permanent resident record
   D) An Immigration Court Letter identifying the refugee (adult or unaccompanied minor) as the result of being in the U.S. due to asylum.

   By the child's parent/guardian or refugee resettlement worker.

   For questions or further information contact Marty Kelly, USOE Adult Education Coordinator 801-538-7824.

IMMIGRANT: (Col 208 ; Optional)
> Indicate the student is an immigrant if the student meets **_all three_** of the following conditions:
> - Age is 3-21
> - Not born in any State
> - Has not attended one or more schools in any State for more than 3 full academic years (the 3 full academic years do NOT need to be consecutive)

CODE	MEANING
Y	Immigrant
BLANK	All others...not an immigrant

> **NOTE 1:** The definition for "State" for Title III purposes only is as follows:
>
> - each of the 50 States, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam and the Northern Marianna Islands
>
> **NOTE 2:** If 'Y' here, FIRST ENROLL IN U.S. must be present
>
> For information concerning the use of IMMIGRANT contact Rita Brock (801-538-7761 ; rita.brock@schools.utah.gov).

READ GRADE LEVEL: (Col 209 ; Required for grades 1 - 3)
> For grades 1, 2, and 3 indicate if the student is reading on grade level. This is the *mid-year* designation, <u>NOT</u> where the student is at year end.
> All LEAS MUST REPORT READ GRADE LEVEL (MID-YEAR) AND READING INTERVENTION BY MARCH 1 OR THE FIRST SCHOOL DAY THEREAFTER. ==This will need to be modified once we introduce EOY and fall reading data.==

CODE	MEANING	
Y	Yes	Student was enrolled in grade 1, 2, or 3 and was designated as "At or Above Grade Level" at the mid-year designation
N	No	Student was enrolled in grades 1-3 and was designated as "Below Grade Level" at the mid-year designation
U	Untested	Student was enrolled in grade 1, 2, or 3 but was not given a mid-year grade level reading at grade level designation. This usually means the student was not given a mid-year designation because he/she was not enrolled during the January testing window
BLANK	Not enrolled in grade 1, 2, or 3 (can be BLANK for grade 1-3 if update is *not* year end)	

> **Note:** All students in grade 1, 2, or 3 who were enrolled in the month of January should have a 'Y' or 'N' designation. In other words, if the student was not given the DIBELS due to severe disability or because they did not read English, or for any other reason, they must still be given a Yes or No designation (usually 'No', of course)
>
> For questions regarding use of this data element please contact Reed Spencer (reed.spencer@schools.utah.gov ; 801-538-7893)

READING INTERVENTION: (Col 210 ; Required for grades 1 - 3)
Indicate whether the student was given reading interventions during the school year. <mark>All LEAS MUST REPORT READ GRADE LEVEL (MID-YEAR) AND READING INTERVENTION BY MARCH 1 OR THE FIRST SCHOOL DAY THEREAFTER.</mark>

CODE	MEANING	
Y	Yes	Student was enrolled in grade 1, 2, or 3 and DID receive reading intervention
N	No	Student was enrolled in grade 1, 2, or 3 and DID NOT receive reading intervention
BLANK	Not grade 1-3 (can be BLANK for grade 1-3 if update is *not* year end)	

Note: This must be 'Y' or 'N' for all students in grades 1, 2, or 3 whether or not the student was designated as "Below Grade Level" or "At or Above Grade Level" because many students will receive interventions during the school year who may not be below grade level in reading

RACE OBSERVER ID: (Col 211 ; Required)
Indicate if the student's RACE was determined by observer identification.

CODE	MEANING
Y	Yes, RACE determined by observer ID
N	No, RACE was self identified

* ACCOMPANIED STUDENT: (Col 212 ; Required if HOME_STATUS not '0') This field is to supplement the HOMELESS field. It cannot be BLANK if HOMELESS is not '0'.

CODE	MEANING
Y	Yes, a youth who IS in the physical custody of a parent or guardian
N	No, a youth who IS NOT in the physical custody of a parent or guardian
BLANK	HOME_STATUS is '0'

NOTE 1: A homeless unaccompanied youth is a youth who is not in the physical custody of a parent or guardian and is homeless. There is no age range specified for an unaccompanied youth in the law. The upper age range is determined by what a state defines as school aged, unless the child is in special education in which case, the upper age range is twenty-one (21) years of age. There is no lower age range. Therefore, as an example, a young child not in the physical custody of, but still in the legal custody of a parent or guardian, but living with a cargiver, and is living in a situation that is not fixed, regular, and adequate, would be identified as a homeless unaccompanied youth.

NOTE 2: For more information and/or clarification please contact Brent Page (brent.page@schools.utah.gov ; 801-538-7759).

* LEA NUMBER: (Col 213-214 ; Required – ALL updates) The actual LEA number. This will be validated using the CACTUS database.

* SCHOOL NUMBER: (Col 215-217 ; Required – ALL updates) The actual school number. This will be validated against the schools in the CACTUS database.

SELF-CONTAINED RESOURCE ATTENDANCE MANAGEMENT (SCRAM) RECORD

(4)   RECORD TYPE "S2=" (Required <mark>for all special education students)</mark>

For each batch update, the Clearinghouse will expect an "**S2**" record for each "<u>**SCRAM**</u>" student that has been in <mark>membership/enrolled</mark> within a school at any time during the current school year. This record identifies the **SCRAM** membership a student has had within a TIME code. For those students that may have multiple TIME codes during the year, multiple "**S2**" records should be included in the update.

```
                              Data Record
                              Column    Doc
     Field              Length  Start  End  Page   Short Description
     =======================================================================
     RECORD-ID            03    001    003   33    S2=
     STUDENT NUMBER       10    004    013   33    Student number
     DISABILITY TYPE      02    014    015   34    Disability type
     TIME                 01    016    016   34    Time code
     SCRAM ENTRY DATE     08    017    024   34    Scram Entry Date
     SCRAM EXIT DATE      08    025    032   34    Scram Exit Date
     SCRAM EXIT REASON    01    033    033   35    Scram Exit Reason code
   @ SCRAM MEMBERSHIP     03    034    036   35    Scram aggregate membership
   @ REGULAR PERCENT      01    037    037   35    Percent in regular setting
     ENVIRONMENT          01    038    038   36    Educational environment
   * LEA NUMBER           02    039    040   36    LEA number
   * SCHOOL NUMBER        03    041    043   36    School number
```

SCRAM RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Col 001-003 ; Required – ALL updates) The first three characters of a **SCRAM** record must always contain the record identifier "**S2=**".

STUDENT NUMBER: (Col 004-013 ; Required - ALL updates) Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

> **Note:** For the Clearinghouse to store SCRAM membership, a student "S1" record for each student having SCRAM data must also be present in the update. **You must include the same student identification number on this SCRAM update record as you did on the "S1" record.** This number will be used as a key to find the student data so this SCRAM membership can be attached.

DISABILITY TYPE: (Col 014-015 ; Required – ALL updates)
Identifies the type of disability for which the student is receiving Special education and related services.

CODE	MEANING
AU	Autism
BD	Emotional Disturbance
CD	Speech/Language Impairment
DB	Deaf/Blindness
DD	Developmental Delay
HI	Hearing Impairment/Deafness
ID	Intellectual Disability (federal "Mental Retardation")
MD	Multiple Disabilities
OH	Other Health Impairment
OI	Orthopedic Impairment
SL	Specific Learning Disability
TB	Traumatic Brain Injury
VI	Visual Impairment (Including Blindness)

Constraint: Type 'DD' cannot be used for students older than 7.

TIME: (Col 016 ; Required – ALL updates) Summarizes the amount of time the student is served. This is used to allocate state special education funds. If present for PRE-K, it will be ignored. If a student changes TIME code during the year, an S2 must be sent in for each one.

CODE	MEANING
A	1-59 Minutes of special education and related services for students in grades 1-12, or 1-29 Minutes of special education and related services for students in grade K (Resource).
B	60-179 Minutes of special education and related services for students in grades 1-12, or 30-89 Minutes of special education and related services for students in grade K (Resource).
C	180 min. or more of special education and related services for students in grades 1-12, or 90 minutes or more of special education and related services for students in grade K (Self-Contained).

SCRAM ENTRY DATE: (Col 017-024 ; Required – ALL updates) This is the date the student first began receiving Special education and related services. This date must include the century. The format is **YYYYMMDD.**

SCRAM EXIT DATE: (Col 025-032 ; Optional unless there is a SCRAM EXIT CODE) This is the day *following* the last day the student received special education related services for a particular disability type. This date must also include the century. The format is **YYYYMMDD.** If the student is still receiving special education and related services, please leave this field blank. **Determining inclusion or exclusion of the student for the DEC 1 reports using this date is the same as the school exit date (see "S1" record – field EXIT DATE).** If present, it *must* be within the current school year (July 1 – June 30).

A valid date must be present if SCRAM EXIT REASON is entered

SCRAM EXIT REASON: (Col 033 ; Optional unless there is a SCRAM EXIT DATE) This code identifies the reason this student exited special education **and** related services.

CODE	REASON
A	RETURNED TO REGULAR PLACEMENT
D	REACHED MAXIMUM AGE
S	SERVICE CHANGE
X	EXITED SCHOOL
Blank	If SCRAM EXIT DATE is left blank

A valid SCRAM EXIT REASON must be entered if a SCRAM EXIT DATE is entered.

NOTE   If SCRAM EXIT REASON is D, HIGH SCHOOL COMPL STATUS must be AO.

SCRAM MEMBERSHIP: (Col 034-036 ; Required) SCRAM aggregated membership. This field should reflect the total aggregate days of membership within this SCRAM TIME code accurate up to the day you create the Clearinghouse update file. If a Student moves from one SCRAM TIME code to another during the year, then multiple "**S2**" records should be included in the update, each one reflecting membership in a separate SCRAM TIME code. Membership days should be reported **in 180 day equivalent days** (see page 5 for 180 equivalent calculation).

Must be complete (right justify, zero fill), blank is an error. It _must_ be '000' if 'PVT' or 'HSC' is submitted in the "S1" membership field but it _cannot_ be '000' if "S1" membership is not 'PVT' or 'HSC'. Resource membership cannot be greater than School Membership (S1).

Note: SELF-CONTAINED membership days SHOULD NOT be included in the regular school membership total on the "S1" record. Report SELF-CONTAINED membership days on this "S2" record only.

> **SCHOOL membership (S1) [+] SCRAM SELF-CONTAINED membership (some S2's) cannot exceed 180 days.**

For Special Ed. (RESOURCE) students, their membership days in school are included on the "S1" record and their membership in the resource program are included on the "S2" record.

@ REGULAR PERCENT: (Col 037 ; Required – ALL updates) Summarizes the amount of time the student is in a regular education class. This is used for federal reporting.

CODE	MEANING
1	At least 80% of the day
2	40 to 79% of the day
3	Less than 40% of day
BLANK	Student is pre-K

- **CANNOT BE BLANK** for _all_ students above pre-k
- **MUST BE BLANK** for pre-k students

@ ENVIRONMENT: (Col 038 ; Required – ALL updates) Identifies the type of educational setting in which the student receives special education and related services.

If grade is PRE-K, use one of the following settings:

C = Early Childhood Special Education (50% or more of students in class are receiving special education services)(federal "Special Class")
F = Child attending a regular childhood program at least 10 Hrs per week and receiving the majority of hours of special education and related services in the regular Early Childhood Program
G = Child attending a regular childhood program at least 10 Hrs per week and receiving the majority of hours of special education and related services in some other location
J = Child attending a regular childhood program less than 10 Hrs per week and receiving the majority of hours of special education and related services in the regular Early Childhood Program
K = Child attending a regular childhood program less than 10 Hrs per week and receiving the majority of hours of special education and related services in some other location
P = Parentally placed in private school
R = Public Residential
S = Public Separate School
I = Itinerant (federal "Service Provider Location")
M = Home

If grade is K-12, use one of the following settings:

H = Homebound/Hospitalized
P = Parentally placed in private school
R = Public Residential
S = Public Separate School
T = Private Residential Facility
U = Private Separate School
V = Regular School setting
Y = Correctional Facility

All of the codes above assume placement by the LEA. If the student was enrolled in a private school at the initiative of the parent, and you track this in your SIS, you should use:

P = Parentally placed in private school

NOTE: Students age 3 through 5 with code 'P' will NOT be included in **_ANY_** December 1 reports. However, because of the difficulty in collecting complete SCRAM data on 'P' students, the USOE Special Education section will request a count of 'P' students independently of the Clearinghouse. For more information, please contact Travis Cook, Special Education Data Specialist, at 801-538-7557.

NOTE 2: "Age" used above is calculated using the December SCRAM processing cutoff date as follows:
OCTOBER 1 update - Uses age as of the Forthcoming December 1
DECEMBER 1 update - Uses age as of the Current December 1
YEAR END update – Uses age as of the Prior December 1

* LEA NUMBER: (Col 39-40 ; Required – ALL updates) The actual LEA number. This will be validated using the CACTUS database.

* SCHOOL NUMBER: (Col 41-43 ; Required – ALL updates) The actual school number. This will be validated against the schools in the CACTUS database.

YOUTH IN CUSTODY (YIC) RECORD

(5)   RECORD TYPE "S3=" (Required <mark>for YIC students</mark>)

The Clearinghouse will expect an "**S3**" record for each YIC student that has been in <mark>membership/enrolled</mark> within a YIC residential facility; self-contained YIC classroom, or has been provided YIC services while attending class in a mainstream setting (ISI-1 or ISI-2) in a regular high school at any time period covered by the upload. For those students that may have multiple ENTRY/EXITS in the YIC setting, multiple "**S3**" records should be included in the update. If a student changes CUSTODY TYPE or TIME code during the year, an "S3" must be sent in for each one. Only 1 "S3" can be active for a student at any given time – for multiples, the ENTRY/EXIT dates cannot overlap.

For information/clarification about usage of the data elements in this record please contact: Travis Cook ; (801) 538-7557 travis.cook@schools.utah.cov

```
                              Data Record
                             Column    Doc
  Field             Length  Start  End  Page  Short Description
  ==========================================================================
  RECORD-ID           03     001   003   37   S3=
  STUDENT NUMBER      10     004   013   37   LEA assigned student number
  CUSTODY TYPE        04     014   017   37   Custody type
  TIME                01     018   018   38   Time code
  ENVIRONMENT         01     019   019   38   Educational environment
  YIC ENTRY DATE      08     020   027   38   YIC Entry Date
  YIC EXIT DATE       08     028   035   38   YIC Exit Date
  YIC EXIT REASON     01     036   036   38   YIC Exit Reason code
  YIC MEMBERSHIP      03     037   039   38   YIC aggregate membership
* LEA NUMBER          02     040   041   39   LEA number
* SCHOOL NUMBER       03     042   044   39   School number
```

YOUTH IN CUSTODY RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Col 001-003 ; Required) The first three characters of a YIC record must always contain the record identifier "**S3=**".

STUDENT NUMBER: (Col 004-013 ; Required) Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

> **Note:** For the Clearinghouse to store YIC membership, a student "S1" record for each student having YIC data must also be present in the update. **You must include the same student identification number on this YIC update record as you did on the "S1" record**. This number will be used as a key to find the student data so this YIC membership can be attached.

CUSTODY TYPE: (Col 014-017 ; Required) Identifies the type of custody under which the student is receiving services.

CODE	MEANING
DCFS	Division of Child and Family Services
DJJS	Division of Juvenile Justice Services
BOIA	Bureau of Indian Affairs

TIME: (Col 018 ; Required) Summarizes the amount of time the student is served.

CODE	MEANING
A	1-59 Minutes of youth in custody/related service (ISI-1).
B	60-179 Minutes of youth in custody/related service (ISI-2).
C	180 min. or more of youth in custody/related service (Self-Contained)

NOTE 1: Codes 'A' (ISI-1) and 'B' (ISI-2) will be treated the same as SCRAM "Resource" as they relate to *membership* in that a day of YIC membership under codes 'A' and 'B' is also a day of school membership.

NOTE 2: Code 'C' will be treated the same as SCRAM "Self Contained" as it relates to *membership* in that a day of YIC membership under code 'C' is *not* a day of school membership. See MEMBERSHIP below.

ENVIRONMENT: (Col 019 ; Required) Identifies the type of educational setting in which the student receives youth in custody related services.

CODE	MEANING
H	Homebound/Hospitalized
R	Public Residential Facility
T	Private Residential Facility
V	Regular School setting

YIC ENTRY DATE: (Col 020-027 ; Required) This is the date the student first began receiving YIC related services for this CUSTODY TYPE and TIME. This date must include the century. The format is **YYYYMMDD.**

YIC EXIT DATE: (Col 028-035 ; Optional unless there is a YIC EXIT REASON) This is the day *following* the last day the student received YIC related services for a particular CUSTODY TYPE and TIME. This date must also include the century. The format is **YYYYMMDD.** If the student is still receiving YIC related services or at year-end was still receiving services, please leave this field blank.

A valid date must be present if YIC EXIT REASON is entered

YIC EXIT REASON: (Col 036 ; Optional unless there is a YIC EXIT DATE) This code identifies the reason this student exited YIC related services.

CODE	REASON
A	RETURNED TO REGULAR PLACEMENT
D	REACHED MAXIMUM AGE
S	SERVICE CHANGE
X	EXITED SCHOOL
Blank	If YIC EXIT DATE is left blank

A valid YIC EXIT REASON must be entered if a YIC EXIT DATE is entered.

YIC MEMBERSHIP: (Col 037-039 ; Required) YIC aggregated membership. This field should reflect the total aggregate days of membership within this CUSTODY TYPE and TIME code accurate up to the day you create the Clearinghouse update file. If a Student moves from one CUSTODY TYPE and/or TIME code to another during the year, then multiple "**S3**" records should be included in the update, each one reflecting membership in a separate CUSTODY TYPE and TIME code. Membership days should be reported **in 180 day equivalent days** (see page 5 for 180 equivalent calculation).

NOTE: School membership (S1) [*plus*] self-contained YIC membership cannot exceed 180 days.

YOUTH IN CUSTODY RECORD (DETAILED FIELD DESCRIPTIONS - cont)

* LEA NUMBER: (Col 40-41 ; Required – ALL updates) The actual LEA number. This will be validated using the CACTUS database.

* SCHOOL NUMBER: (Col 42-44 ; Required – ALL updates) The actual school number. This will be validated against the schools in the CACTUS database.

COURSE MASTER RECORD

(6)   RECORD TYPE "AC=" (Required)

Note: "AC=" transactions are used to define a school's Course Master File. During the update, the COURSE & SECTION field is combined with the PERIOD field to form a unique key for each class period within a school. Any duplicates will be flagged as errors.

Each class must have a unique value in the COURSE & SECTION field. Course Master records with duplicate COURSE & SECTION fields will be interpreted as a block class that spans two or more periods.

COURSE MASTER records within a school having duplicate COURSE & SECTION field values will be assumed to be <u>block classes</u> and will be processed according to the following rules.

CTE Block Classes:

If a CIP CODE is present in the duplicate records, indicating a CTE class, each of the duplicate COURSE MASTER RECORDS and their related COURSE MEMBERSHIP records will be retained. The PERIOD fields of these records must not have any duplicate values.

NON-CTE Block Classes:

If a CIP CODE is NOT present in the duplicate records, indicating a NON-CTE class, only the COURSE MASTER RECORD with lowest PERIOD number and its related COURSE MEMBERSHIP records will be retained. This requires that the fields in the retained COURSE MASTER and COURSE MEMBERSHIP records represent the entire block class, not just one period. See block class notes in the COURSE MEMBERSHIP RECORD.

Single Course Master Record for Block Classes:

An LEA may choose to report a NON-CTE block class with only one COURSE MASTER record along with its related COURSE MEMBERSHIP records. Except for CTE classes, USOE Data Warehouse does not maintain block class data as separate periods.

Field	Length	Data Record Column Start	End	Doc Page	Short Description
RECORD-ID	03	001	003	41	**AC=**
COURSE & SECTION	12	004	015	41	Course & Section Number
PERIOD	02	016	017	41	Period Taught
WHERE TAUGHT DIST	02	018	019	41	LEA where course is taught
WHERE TAUGHT SCHL	03	020	022	41	School where course is taught
TEACHER 1	09	023	031	42	CACTUS ID of 'teacher or record'
CIP CODE NUMBER	06	032	037	42	Voc. CIP Code Number
SEMESTER LENGTH	01	038	038	42	Voc. Semester Length
COURSE TITLE	20	039	058	42	Course Title
CORE CODE	11	059	069	42	Graduation Core Code
TEACHER 2 ID	09	070	078	42	CACTUS ID of 2nd teacher
TEACHER 3 ID	09	079	087	43	CACTUS ID of 3rd teacher
COLLEGE GRANTING CR	02	088	089	43	College granting conc enrollment credit
WHERE TAUGHT CAMPUS	01	090	090	43	Where conc enrollment course is taught
INSTRUCT SETTING	02	091	092	44	Instructional Setting
INSTRUCT HRS SCHED	03	093	095	44	Instructional Hours Scheduled
TERM	04	096	099	44	Term the class is taught
CYCLE	01	100	100	45	Cycle the class is taught

*	**LEA NUMBER**	02	101	102	45	LEA number
*	**SCHOOL NUMBER**	03	103	105	45	School number

COURSE MASTER RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Col 001-003 ; Required) The first three characters of a course master record must always contain the record identifier **"AC="**.

COURSE & SECTION: (Col 004-015 ; Required) This is the *unique* alphanumeric course + section number that you are using to identify a class within the school (block classes are the exception). The course and section numbers should be combined making a single number and then placed left justified in this field with trailing blanks.

Must be at least 2 characters in length

PERIOD: (Col 016-017 ; Required) This is a two digit field indicating which period the class is being taught. It should contain numeric data and any leading zero should be included.

> **Note: The course/section and period fields are combined to form a 10 digit key that _MUST BE UNIQUE_ within each school. In other words, each individual class (period) that meets <u>during the year</u> must have a unique number (course/section + period). If more than 1 "AC" record is found for a school with the same 10 digit key, an error condition exists and any duplicates will NOT be loaded into the Clearinghouse.**

WHERE TAUGHT DIST: (Col 018-019 ; Optional) This field is to designate the LEA where the class is taught used in conjunction with WHERE TAUGHT SCHL. If WHERE TAUGHT SCHL is blank, this field *must* also be blank. If WHERE TAUGHT SCHL is not blank, this field *cannot* be blank even if the WHERE TAUGHT SCHL is within the same LEA. In other words, if WHERE TAUGHT SCHL is populated, the Clearinghouse can make no assumptions as to the LEA where that school resides...the WHERE TAUGHT DIST must also be populated. For colleges and trade school two character LEA designations, see the list at the end of the AC record field descriptions).

If present, it will be validated against the CACTUS table of LEAs.

WHERE TAUGHT SCHL: (Col 020-022; Optional) This field is to be used only if the class is taught at some other school. This other school includes schools in the same LEA or other LEAs as well as any type of online school. If this class is taught within the school you are generating transactions for, please leave this field blank and the Clearinghouse will assume that it is taught within that school. If for example, you have students that take classes at another LEA, college, or trade school please include here the school number where the class is being taken. For college or ATC's this 3 digit school number is their 2 digit "LEA" number (listed at the end of the AC record field descriptions) preceded with a '0'. For example, the school number for Salt Lake Community College would be '049'. If this field is NOT BLANK, field WHERE TAUGHT DIST _must_ also be populated. If present, it will be validated against the CACTUS table of schools.

TEACHER 1 ID: (Col 023-031 ; Required) This is the CACTUS ID of the **TEACHER OF RECORD** assigned to the class.

All numeric, ALL ZEROES is invalid, left justify, **DON'T** zero fill, SSNs are no longer allowed, so if it contains 9 characters it will be assumed to be an SSN and will be handled as an error.

NOTE (1): This doesn't necessarily have to be a teacher. It can be a counselor or student advisor. For "courses" such as RELEASE TIME or others where the teacher is not in CACTUS, enter the CACTUS ID of the faculty member who authorizes or approves these "courses".

NOTE (2): For CACTUS ID's of college and ATC teachers, see the list at the end of the COURSE MASTER RECORD descriptions.

NOTE (3): Can _ONLY_ be BLANK if the CORE CODE is the REGULAR ED _Pre-K_ code of '22-04-00-00-001'.

CIP CODE NUMBER: (Col 032-037 ; CTE Classes Only – Required)
Valid CTE CIP CODE. This is a six digit numeric field.

If entered must be complete and all numeric

SEMESTER LENGTH: (Col 038 ; CTE Classes Only – Required)
This is a one digit numeric code that indicates the time frame or length of a CTE class or in the case of a trimester school that the class duration is for a single trimester.

CODE	DESCRIPTION	
1	Class held first semester	(90 day class)
2	Class held second semester	(90 day class)
3	Single trimester class	(60 day class)
4	Class held all year	(180 day class)
5	Class held 1 quarter	(45 day class)

COURSE TITLE: (Col 039-058 ; Required) Normally, this is the alpha-numeric course title that your school uses to describe the course.

CORE CODE: (Col 059-069 ; Required) This is the 11 digit CORE CODE used in CACTUS (will be validated against the CACTUS database). Must be an _active_ core code – it's an error if the code is _inactive_.

TEACHER 2 ID: (Col 070-078 ; Optional) The CACTUS ID of a second teacher assigned to this course master record.

If present, must be all numeric, ALL ZEROES is invalid, can't be the same as field TEACHER 1 ID, left justify, **DON'T** zero fill, SSNs are no longer allowed, so if it contains 9 characters it will be assumed to be an SSN and will be handled as an error.

NOTE: For CACTUS ID's of college and ATC teachers, see the list at the end of the COURSE MASTER RECORD descriptions.

TEACHER 3 ID: (Col 079-087 ; Optional) The CACTUS ID of a third teacher assigned to this course master record.

If present, must be all numeric, ALL ZEROES is invalid, can't be the same as fields TEACHER 1 ID or TEACHER 2 ID, can't be present if TEACHER 2 ID is blank, left justify, **DON'T** zero fill, SSNs are no longer allowed, so if it contains 9 characters it will be assumed to be an SSN and will be handled as an error.

NOTE: For CACTUS ID's of college and ATC teachers, see the list at the end of the COURSE MASTER RECORD descriptions.

COLLEGE GRANTING CR: (Col 088-089 ; Optional unless the CORE CODE contains '13' in positions 7 and 8) The two character "district" number of the college granting the college credit portion of the concurrent enrollment course.

Required if positions 7 and 8 of field CORE CODE contains '13', indicating the course is a concurrent enrollment course. Will be validated against the following "district" numbers of the State's colleges:

49 – Salt Lake Community College	**56 – Southern Utah University**
50 – Utah Valley State College	**57 – College of Eastern Utah**
52 – University of Utah	**58 – Dixie College**
53 – Utah State University	**59 – Snow College**
54 – Weber State University	

WHERE TAUGHT CAMPUS: (Col 090 ; Optional unless the CORE CODE contains '13' in positions 7 and 8) Where the concurrent enrollment course is taught.

CODE	MEANING
C	College campus
H	High School campus
Blank	if CORE CODE does NOT contain '13' in positions 7 and 8

Required if positions 7 and 8 of field CORE CODE contains '13', indicating the course is a concurrent enrollment course. If a concurrent enrollment student must physically go onto a college campus to attend class this field should be 'C', otherwise it should be 'H'.

Note: When uncertain for courses such as IS or ON, base the determination on who is paying the instructor...the LEA (H) or the college (C).

INSTRUCT SETTING (Col 091-092 ; Required if CORE CODE is designated for grades higher than 6): The primary setting or medium of delivery for the course.

CODE	MEANING
BC	Broadcast - course is taught via live or taped broadcast over open air, closed circuit, or cable television systems (e.g. KUED, KULC).
CC	Correspondence - course is taught via hard or electronic copy or other media (CD,DVD, video cassette) and student works at own pace usually without an instructor present but generally under supervision of LEA. Includes "packet" programs.
EC	Early College – course is taught by institution of higher education but does NOT qualify as concurrent enrollment. The specific delivery method will be available in USHE data.
AV	Interactive Audio/Video – course is taught via remote interactive receiver sites or via streaming media technologies.
ON	Online (other than through the Electronic High School) – course is taught via a website
IS	Independent Study – structured learning experience is recognized for credit but is not under supervision of the LEA
FF	Face to Face – course is taught primarily in person and usually in a conventional classroom or lecture hall.

NOTE: These changes bring this element in closer alignment to the similar DELIVERY METHOD field used by the Utah System of Higher Education.

INSTRUCT HRS SCHED – Not currently used – Ignored   (Col 093-095)

TERM (Col 096-099 ; Required)
This is the term the class is taught.

CODE	MEANING	CODE	MEANING
YR	Full Year	T1	First Trimester
S1	First Semester	T2	Second Trimester
S2	Second Semester	T3	Third Trimester
Q1	First Quarter	T4	Fourth Trimester
Q2	Second Quarter	T5	Fifth Trimester
Q3	Third Quarter	T6	Sixth Trimester
Q4	Fourth Quarter	T1T2	First and Second Trimesters
Q1Q2	First and Second Quarters	T2T3	Second and Third Trimesters
Q2Q3	Second and Third Quarters	T3T1	Third and First Trimester
Q3Q4	Third and Fourth Quarters	T3T4	Third and Fourth Trimester
Q4SU	Fourth Quarter and summer	T4T5	Fourth and Fifth Trimesters
SU	Summer	T5T6	Fifth and Sixth Trimesters
		T6T1	Sixth and First Trimesters

NOTE: At least 1 LEA has school(s) with 6 terms - use the Tx codes interchangeably to mean 'Trimester' or 'Term'. Use of T4-T6 should only be used for schools that have _greater_ than 4 "terms" in a school year. For example if 4 total terms, using quarters would be the appropriate designation.

CYCLE (Col 100 ; Required)
> A cycle is defined as a day or days that repeat the same school schedule. Must be ALPHA (A-Z) or NUMERIC (0-9).
>
> Examples of cycles with samples of **_possible_** 1 byte designation for Clearinghouse submission below them:
>
> MTWThF ; MWFTTh ; MWF ; MWTh ; MWFaFb
>
> | L | M | N | O | P | (Alpha character) | -OR- |
> |---|---|---|---|---|---|---|
> | 1 | 2 | 3 | 4 | 5 | (Numeric) | -OR- |
> | Q | R | 7 | 8 | Z | (A combination) | |
>
> A cycle may be named **_whatever the LEA or school wishes_**, as long as **_consistency_** is maintained within a school.

* LEA NUMBER: (Col 101-102 ; Required – ALL updates) The actual LEA number. This will be validated using the CACTUS database.

* SCHOOL NUMBER: (Col 103-105 ; Required – ALL updates) The actual school number. This will be validated against the schools in the CACTUS database.

College and ATC "Teacher" CACTUS ID's			
44 – Ogden Weber ATC	218965	55 – Westminster	452384
45 – Bridgerland ATC	218966	56 – Southern Utah U.	155731
47 – Uintah Basin ATC	218967	57 – College of Eastern Utah	155732
48 – Davis ATC	218968	58 – Dixie College	155733
49 – Salt Lake Community	155727	59 – Snow College	155734
50 – Utah Valley University	155728	61 – Mountainland ATC	218972
51 – Brigham Young University	452383	62 – Southwest ATC	218976
52 – University of Utah	523141	63 – Southeast ATC	218977
53 – Utah State University	155729	64 – Salt Lake/Tooele ATC	218978
54 – Weber State	155730	65 – Dixie ATC	229659

COURSE MEMBERSHIP RECORD

(7)   RECORD TYPE "AM=" (Required)

Note 1: "AM=" transactions are used to define a student's schedule. For every "AM=" transaction, there must be a matching "AC=" (Course Master) record included in your upload file. For students whose GRADE LEVEL is 00, 01, 02, 03, 04, or 05, there can be only one "AM" record for any given period of time (determined using ENTRY and EXIT dates.

If the K-5 student is actually assigned to more than one teacher for a part of the school day or the week, identify the "home room" teacher or "teacher of record" in the TEACHER 1 ID field and, optionally, identify up to two more teachers in the TEACHER 2 ID and TEACHER 3 ID fields in the "AC" record.

Note 2: At year end, every student with more than 10 days total membership (school membership [+] self-contained membership) must have **at least 1** 'AM=' record *with a value greater than zero* in field AGGREGATE MEMB. The ONLY exceptions to this are Pre-K students and students enrolled in the LEA but actually attend school out of state. For example, an error condition will occur if a student (other than the exceptions noted) has an 'S1=' record with more than 10 days school membership or an 'S2=' record with more than 10 days of membership or a combination of school and self-contained membership that total more than 10 days membership and:
- there are NO 'AM=' record(s)
    -OR-
- there is at least 1 'AM=' record but the total aggregate membership (the sum of field AGGREGATE MEMB for all 'AM' records) is ZERO

Note 3: <u>BLOCK CLASSES</u> – You may submit an "AM" record for each student in each reported period of a block class. See COURSE MASTER record notes.

CTE Classes: ALL of the individual "AM" records will be retained.

Non-CTE Classes: Only the first "AM" record that matches the retained "AC" record (the one with the lowest PERIOD number) will be retained.   All others will be ignored. Therefore, it is imperative that all pertinent data (aggregate membership, entry and exit dates, days attended, credits attempted, grade earned, instruct hrs) found in the retained "AM" record apply to the entire class.

For example, an "AM" record for a student that's associated with a **non-CTE** "AC" record is read with COURSE & SECTION of '12345678' and PERIOD '01'. The same student's next "AM" record is also COURSE & SECTION '12345678' but with PERIOD '02'. This, by definition (see notes for the COURSE MASTER record), is a block class, so the second and ALL subsequent AM records *with the same COURSE & SECTION are ignored*. Only the first "AM" record will be retained for further processing because it matches the retained "AC" record.

Field	Length	Column Start	End	Doc Page	Short Description
RECORD-ID	03	001	003	47	**AM=**
STUDENT NUMBER	10	004	013	47	Student number
COURSE NUMBER	12	014	025	47	Course and section number
PERIOD	02	026	027	47	Period taught
AGGREGATE MEMB	03	028	030	47	Aggregate course Membership
COURSE ENTRY DATE	08	031	038	47	Course Entry Date
COURSE EXIT DATE	08	039	046	47	Course Exit Date
DAYS ATTENDED	03	047	049	47	Days attended course
CREDITS ATTEMPTED	04	050	053	48	Number of HS credits attempted
GRADE EARNED	05	054	058	48	The grade earned for the course
ACTUAL MEMBERSHIP	03	059	061	48	Actual membership (CTE)
CONCURR ENROLLED	01	062	062	48	Student attempting college credit indicator
INSTRUCT HRS MEMSHP	03	063	065	49	Instructional Hours In Membership
INSTRUCT HRS ATTEND	03	066	068	49	Instructional Hours In Attendance
CREDITS EARNED	04	069	072	49	Number of HS credits earned

*	**LEA NUMBER**	02	073	074	49	LEA number
*	**SCHOOL NUMBER**	03	075	077	49	School number

COURSE MEMBERSHIP RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Col 001-003 ; Required) The first three characters of a student membership record must always contain the record identifier **"AM="**.

STUDENT NUMBER: (Col 004-013 ; Required) Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

   Note: For the UTREx to store Course data, a student "S1" record for each student having courses must also be present in the update. **You must include the same student identification number on this Course update record as you did on the "S1" record**. This number will be used as a key to find the student data so this Course data can be attached.

COURSE NUMBER: (Col 014 – 025 ; Required) This is an eight digit numeric course + section number. The course and section numbers should be combined making a single number and then placed left justified in this field with trailing blanks.

PERIOD: (Col 026-027 ; Required) This is a two digit field indicating which period the class is being taught. It must be complete, it should contain numeric, and any leading zeroes should be included.

   NOTE: The membership record's COURSE NUMBER and PERIOD fields will be combined to locate a matching AC record (using the COURSE & SECTION and PERIOD fields of the AC record).

AGGREGATE MEMB: – Not currently used – Ignored   (Col 028-030 ; Required) Course aggregated membership. This field should reflect the total aggregate days of membership for the student within the class accurate up to the day you create the Clearinghouse update file. Membership days should be reported in **180 day equivalent days** (see page 5 for 180 equivalent calculation).

COURSE ENTRY DATE: (Col 031-038 ; Required) This is the date the student first began instruction in the course. The format is **YYYYMMDD**.

COURSE EXIT DATE: (Col 039-046 ; Required) This is the day *following* the last day of instruction in the course. The format is **YYYYMMDD**. If present, it *must* be within the current school year (July 1 – June 30). Cannot be blank at year end.

DAYS ATTENDED: – Not currently used – Ignored   (Col 047-049)

CREDITS ATTEMPTED: (Col 050-053 ; Required for grades 9-12) The amount of credit attempted for the period of time the "AM=" record represents. A decimal is *implied* between the first and second character.

Must be complete and all numeric, '0000' is OK

GRADE EARNED: (Col 054-058 ; Optional) The grade the student earned for the period of time the "AM=" record represents. A decimal is *implied* between the first and second character for a numeric grade.

VALUE	MEANING
'00000' to '40000'	Actual grade
'PASS ' or 'P'	Pass (for Pass/Fail type grade only)
'FAIL ' or 'F'	Fail (for Pass/Fail type grade only)
'NOGRD' or 'N' or 'NG'	No grade

If submitted, must be complete for numeric grade values (leading and/or trailing zeroes) ; 'pass/fail' grades and 'No grade' must be as above. BLANK is allowed but will be fully edited if not blank.

Note: In calculating the "average grade" for accountability reporting, the USOE will exclude courses graded on a "Pass/Fail" basis. Thus, for a student who receives an "F" in a "letter grade" course, the grade should be submitted as '00000' to ensure that it is included in summary calculations.

ACTUAL MEMBERSHIP: (Col 059-061 ; Optional) Actual course membership. **CTE COURSES ONLY**. This field should reflect the *actual* days of membership – *NOT 180 day equivalent*.

Cannot be blank if the associated course master record ("AC") contains a CIP CODE. If present it must be complete (All numeric)

CONCURR ENROLLED: (Col 062 ; Optional) Indicates whether or not the student is taking this class (deemed to be a concurrent enrollment class in the AC record) as a concurrent enrollment class for college credit or taking the class for just high school credit.

VALUE	MEANING
Y	Taking for college credit and high school credit
N	Taking for just high school credit
BLANK	Class is not a concurrent enrollment class

If the AC record this AM references has '13' in positions 7 and 8 of the CORE CODE, this may be used but can be left BLANK.

INSTRUCT HRS MEMSHP: – Not currently used – Ignored   (Col 063-065)

INSTRUCT HRS ATTEND: – Not currently used – Ignored   (Col 066-068)

CREDITS EARNED (Col 069-072 ; Required for grades 9-12)
    The amount of credit earned for the period of time the "AM" record represents.
    A decimal is implied between the first and second character.

    Must be complete and all numeric, '0000' is OK

 Cannot exceed CREDITS ATTEMPTED.

* LEA NUMBER: (Col 73-74 ; Required – ALL updates) The actual LEA number. This will be
            validated using the CACTUS database.

* SCHOOL NUMBER: (Col 75-77 ; Required – ALL updates) The actual school number. This
            will be validated against the schools in the CACTUS database.

INCIDENT RECORD

(8)   RECORD TYPE "I1="

All disciplinary data for the school during the year must be submitted to UTREx via Incident ('I1') and Incident Association ('I2') records. Described here is the Incident ('I1') record. <u>For 2011-12 the LEA may accumulate all incidents and wait until year end to report all.</u> An 'I1' record must be submitted for each independent incident involving disciplinary action with an 'I2' record submitted for ***each student*** involved in the independent incident from the school
under which it's submitted.

All disciplinary records ('I1', 'I2') will be attached to the school record ('SC') they follow.

	Field	Length	Data Record Column Start	End	Doc Page	Short Description
	RECORD-ID	03	001	003	50	**I1=**
@	INCIDENT ID	10	004	@ 013	50	Incident number
	GANG RELATED	01	@ 014	@ 014	50	Incident gang related?
	INCIDENT DATE	08	@ 015	@ 022	50	Incident Date
	INCIDENT DESCRIPTION	250	@ 023	@ 272	50	Incident Description
*	LEA NUMBER	02	@ 273	@ 274	50	LEA number
*	SCHOOL NUMBER	03	@ 275	@ 277	50	School number

INCIDENT RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Col 001-003 ; Required) The first three characters of an Incident record must always contain the record identifier "**I1=**".

@ **INCIDENT ID: (Col 004-013 ; Required)** Numeric value from 1 to 9999999999 inclusive (0 [zero] is invalid) and each incident record must have a unique value *within the LEA*. Doesn't necessarily need to be consecutive. This value will be used to match up with the student Incident Association records ('I2') submitted for the school.

GANG RELATED: (Col 014 ; Required) Indicate if incident is gang related.

CODE	MEANING
Y	Yes, gang related
N	No, not gang related
U	Unknown

INCIDENT DATE: (Col 015-022 ; Required) This is the date the incident occurred. The format is **YYYYMMDD**.

INCIDENT DESCRIPTION: (Col 023-272 ; Required) This is a description of the incident.

* **LEA NUMBER: (Col 273-274 ; Required – ALL updates)** The actual LEA number. This will be validated using the CACTUS database.

* SCHOOL NUMBER: (Col 275-277 ; Required – ALL updates) The actual school number. This will be validated against the schools in the CACTUS database.

INCIDENT ASSOCIATION RECORD

(9)   RECORD TYPE "I2="
All disciplinary data for the school throughout the year must be submitted to UTREx
via Incident ('I1') and Incident Association ('I2') records. For 2011-12 the LEA may
accumulate all incidents and wait until year end to report all. Described here is the
Incident Association ('I2') record. At least one 'I2' record must be submitted for
each ('I1') and each 'I2' record represents a student involved in the incident.

```
                        Data Record
                          Column    Doc
     Field              Length   Start  End  Page  Short Description
     ==================================================================================
     RECORD-ID            03      001    003   51   I2=
  @  INCIDENT ID          10      004  @ 013   51   Incident number
     STUDENT NUMBER       10    @ 014  @ 023   52   Student  number
     CAUSED INCIDENT      01    @ 024  @ 024   52   Did student cause the incident?
     INJURED              01    @ 025  @ 025   52   Was student injured?
     GANG PREV PROG       01    @ 026  @ 026   52   In a gang prevention program?
     DISCIPLINE METHOD    01    @ 027  @ 027   52   Suspended or Expelled
     NUMBER OF DAYS       03    @ 028  @ 030   52   How many days?
     IN SCHOOL            01    @ 031  @ 031   52   In school or out of school?
     SERVICES OFFERED     01    @ 032  @ 032   52   Services offered to student?
     REFERRED TO POLICE   01    @ 033  @ 033   52   Incident referred to police?
     REFERRED TO COURT    01    @ 034  @ 034   53   Incident referred to court?
     REFERRED TO PROGRAM  01    @ 035  @ 035   53   Incident referred to a program?
     ALTERNATIVE PLACEMENT 01   @ 036  @ 036   53   Alternative placement?
     HEARING OFFICER REMOVAL 01 @ 037  @ 037   53   Removal by hearing officer?
     PI INFRACTION TYPE   02    @ 038  @ 039   53   Primary infraction type
     PI WEAPON            01    @ 040  @ 040   54   Primary weapon
     PI ROLE              01    @ 041  @ 041   54   Primary role
     SI1 INFRACTION TYPE  02    @ 042  @ 043   54   Secondary 1 infraction type
     SI1 WEAPON           01    @ 044  @ 044   54   Secondary 1 weapon
     SI1 ROLE             01    @ 045  @ 045   54   Secondary 1 role
     SI2 INFRACTION TYPE  02    @ 046  @ 047   54   Secondary 2 infraction type
     SI2 WEAPON           01    @ 048  @ 048   54   Secondary 2 weapon
     SI2 ROLE             01    @ 049  @ 049   54   Secondary 2 role
     SI3 INFRACTION TYPE  02    @ 050  @ 051   54   Secondary 3 infraction type
     SI3 WEAPON           01    @ 052  @ 052   54   Secondary 3 weapon
     SI3 ROLE             01    @ 053  @ 053   55   Secondary 3 role
     SI4 INFRACTION TYPE  02    @ 054  @ 055   55   Secondary 4 infraction type
     SI4 WEAPON           01    @ 056  @ 056   55   Secondary 4 weapon
     SI4 ROLE             01    @ 057  @ 057   55   Secondary 4 role
  *  LEA NUMBER           02    @ 058  @ 059   55   LEA number
  *  SCHOOL NUMBER        03    @ 060  @ 062   55   School number
```

INCIDENT ASSOCIATION RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Col 001-003 ; Required) The first three characters of an Incident
Association record must always contain the record identifier **"I2="**.

@ INCIDENT ID: (Col 004-013 ; Required) Numeric value from 1 to 9999999999 inclusive
(0 [zero] is invalid) and each incident association record **must** have a matching
'I1' record preceding it (matching data element INCIDENT ID in both records).

STUDENT NUMBER: (Col 014-023 ; Required) Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

> **Note:** The student number here ___must match___ a student number submitted via an 'S1' record ___for the school___.

CAUSED INCIDENT: (Col 024 ; Required) Indicate if this student was determined to have caused the incident.

CODE	MEANING
Y	Yes
N	No

INJURED: (Col 025 ; Required) Indicate if this student was injured in the incident.

CODE	MEANING
Y	Yes
N	No

GANG PREV PROG: (Col 026 ; Required) Indicate if this student was part of a gang prevention program at the time of the incident.

CODE	MEANING
Y	Yes
N	No
U	Unknown

DISCIPLINE METHOD: (Col 027 ; Optional) Indicate if this student was suspended or expelled.

CODE	MEANING
S	Suspended
E	Expelled
BLANK	Other or No discipline

NUMBER OF DAYS: (Col 028-30 ; Required) The number of days the DISCIPLINE METHOD was in effect. Numeric value from 000 to 180 inclusive (000 is valid ___only___ if DISCIPLINE METHOD is BLANK).

IN SCHOOL: (Col 031 ; Required) Indicate if the DISCIPLINE METHOD was in school or out of school.

CODE	MEANING
Y	In school
N	Out of school

Use 'N' here if there was no discipline.

SERVICES OFFERED: (Col 032 ; Required) Indicate if services were offered to the student.

CODE	MEANING
Y	Yes
N	No

REFERRED TO POLICE: (Col 033 ; Required) Indicate if the incident was referred to police.

CODE	MEANING
Y	Yes
N	No

REFERRED TO COURT: (Col 034 ; Required) Indicate if the incident was referred to
     court.

CODE	MEANING
Y	Yes
N	No

REFERRED TO PROGRAM: (Col 035 ; Required) Indicate if the student was referred to
     a program.

CODE	MEANING
Y	Yes
N	No

ALTERNATIVE PLACEMENT: (Col 036 ; Required) Indicate if alternative placement was
     provided/administered to the student for this incident.

CODE	MEANING
Y	Yes
N	No

HEARING OFFICER REMOVAL: (Col 037 ; Required) Indicate if removal of the student
     was done by a hearing officer. Using 'Y' only applies to students with a SCRAM
     record and an error will be flagged if 'Y' here and there was no SCRAM record
     for the student.

CODE	MEANING
Y	Yes
N	No

PI INFRACTION TYPE: (Col 038-39 ; Required) The _**primary**_ infraction type (or
     incident type) of the student in this incident. Required for every student
     (BLANK is not an option). Must be complete (leading zero if necessary)

CODE	MEANING
01	Physical Assault
02	Sexual Assault
03	Homicide
04	Fighting (mutual altercation)
05	Harassment, non-sexual (physical, verbal, psychological)
06	Harassment, sexual (unwelcomed sexual assault)
07	Terroristic Threat
08	Threat/Intimidation (causing fear or harm)
09	Robbery
10	Alcohol
11	Tobacco
12	Marijuana
13	Controlled Substance
14	Uncontrolled Substance
15	Distribution
16	Handgun
17	Rifle
18	Shotgun
19	Other Explosive Device
20	Knife or Other Sharp Object
21	Other Object Used as a Weapon
22	Substance Used as a Weapon
23	Look Alike
24	Bullying (as per LEA policy)
25	Disruption
26	Truancy
27	Other

PI WEAPON: (Col 040 ; Required) The *primary* weapon used in the incident.

CODE	MEANING
1	Handgun
2	Rifle
3	Shotgun
4	Other Explosive Device
5	Knife or Other Sharp Object
6	Other Object Used as a Weapon
7	Substance Used as a Weapon
8	Look Alike
9	None

PI ROLE: (Col 041 ; Required) The *primary* role of the student in this incident. Required for every student (BLANK is not an option).

CODE	MEANING
O	Offender
V	Victim
B	Both

SI1 INFRACTION TYPE: (Col 042-43 ; Optional) Indicate a *secondary* infraction type (or incident type) of the student in this incident.
- Optional (BLANK is a valid option)
- See PI INFRACTION TYPE above for valid values

SI1 WEAPON: (Col 044 ; Optional) Indicate a *secondary* weapon used in the incident.
- Optional (BLANK is a valid option *unless* SI1 INFRACTION TYPE is present)
- See PI WEAPON above for valid values

SI1 ROLE: (Col 045 ; Optional) Indicate a *secondary* role of the student in this incident.
- Cannot be present if SI1 INFRACTION or SI1 WEAPON are blank
- Must be present if SI1 INFRACTION and SI1 WEAPON are *not* blank
- See PI ROLE above for valid values

SI2 INFRACTION TYPE: (Col 046-47 ; Optional) Indicate another *secondary* infraction type (or incident type) of the student in this incident.
- Optional (BLANK is a valid option)
- Cannot be present if SI1 INFRACTION TYPE is blank
- See PI INFRACTION TYPE above for valid values

SI2 WEAPON: (Col 048 ; Optional) Indicate another *secondary* weapon used in the incident.
- Optional (BLANK is a valid option *unless* SI2 INFRACTION TYPE is present)
- See PI WEAPON above for valid values

SI2 ROLE: (Col 049 ; Optional) Indicate another *secondary* role of the student in this incident.
- Cannot be present if SI2 INFRACTION TYPE or SI2 WEAPON are blank
- Must be present if SI2 INFRACTION and SI2 WEAPON are *not* blank
- See PI ROLE above for valid values

SI3 INFRACTION TYPE: (Col 050-51 ; Optional) Indicate another *secondary* infraction type (or incident type) of the student in this incident.
- Optional (BLANK is a valid option)
- Cannot be present if SI2 INFRACTION TYPE is blank
- See PI INFRACTION TYPE above for valid values

INCIDENT ASSOCIATION RECORD (DETAILED FIELD DESCRIPTIONS - cont)

SI3 WEAPON: (Col 052 ; Optional) Indicate another _**secondary**_ weapon used in the incident.
- Optional (BLANK is a valid option _**unless**_ SI3 INFRACTION TYPE is present)
- See PI WEAPON above for valid values

SI3 ROLE: (Col 053 ; Optional) Indicate another _**secondary**_ role of the student in this incident.
- Cannot be present if SI3 INFRACTION TYPE or SI3 WEAPON are blank
- Must be present if SI3 INFRACTION and SI3 WEAPON are _**not**_ blank
- See PI ROLE above for valid values

SI4 INFRACTION TYPE: (Col 054-55 ; Optional) Indicate another _**secondary**_ infraction type (or incident type) of the student in this incident.
- Optional (BLANK is a valid option)
- Cannot be present if SI3 INFRACTION TYPE is blank
- See PI INFRACTION TYPE above for valid values

SI4 WEAPON: (Col 056 ; Optional) Indicate another _**secondary**_ weapon used in the incident.
- Optional (BLANK is a valid option _**unless**_ SI4 INFRACTION TYPE is present)
- See PI WEAPON above for valid values

SI4 ROLE: (Col 057 ; Optional) Indicate another _**secondary**_ role of the student in this incident.
- Cannot be present if SI4 INFRACTION TYPE or SI4 WEAPON are blank
- Must be present if SI4 INFRACTION and SI4 WEAPON are _**not**_ blank
- See PI ROLE above for valid values

* LEA NUMBER: (Col 58-59 ; Required – ALL updates) The actual LEA number. This will be validated using the CACTUS database.

* SCHOOL NUMBER: (Col 60-62 ; Required – ALL updates) The actual school number. This will be validated against the schools in the CACTUS database.

EXIT STATUS CHANGE RECORD

(10) RECORD TYPE "ES=" (Optional)

APPROPRIATE USE:
"ES=" transactions are valid between July 15 and the October 15 ~~They will be ignored in all other uploads.~~ An "ES" record may be used to update the exit status of a student's S1 record that was included in the previous school year submission(s) and whose EXIT CODE or HIGH SCHOOL COMPLETION STATUS has changed. ~~between July 15 and October1.~~

CONSTRAINT:
If a student has an "ES" record, the same student CANNOT also have an "S1" record for the same student, from the same LEA on or before October 1. ~~Submission of both types of records for the same student in the October upload will result in an error.~~

CAUTION REGARDING SECONDARY "FALL NO SHOWS":
If a student was included in the previous Year End upload ***with*** a GRADE LEVEL of 6 through 11 and ***without*** an EXIT CODE or HIGH SCHOOL COMPLETION STATUS ***and therefore*** is expected to "show up" in grades 7 through 12 in the fall ***but*** turned out to be a "fall no show", you have the option of submitting either an "ES" record on or before October 15 or including an "S1" record for the student in the next Year End upload with 10 or fewer days of membership and the appropriate EXIT CODE; however, if there is no record of either kind for such a student, the student will be considered a dropout.

		Data Record			
		Column		Doc	
Field	Length	Start	End	Page	Short Description
=============	======	=====	====	====	=======================
RECORD-ID	03	001	003	56	**ES=**
STUDENT NUMBER	10	004	013	56	Student number
LAST NAME	20	014	033	56	Student's LAST NAME
FIRST NAME	16	034	049	57	Student's FIRST NAME
BIRTH DATE	08	050	057	57	Student's BIRTH DATE
GENDER	01	058	058	57	Student's GENDER
UPDATED STATUS	02	059	060	57	Revised EXIT CODE
STATEWIDE STUDENT ID	10	061	070	57	Statewide Student Identifier
* **LEA NUMBER**	02	071	072	57	LEA number

EXIT STATUS CHANGE RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Col 001-003 ; Required – ALL 'ES' records submitted)
The first three characters of a Exit Status Change record must always contain the record identifier **"ES="**.

STUDENT NUMBER: (Col 004-013 ; Required – All 'ES' records submitted) The student's LEA assigned student number.

LAST NAME: (Col 014-033 ; Required – ALL 'ES' records submitted)
Student's last name, can be up to 20 characters in length.

ONLY alpha characters (A-Z), SPACE, single quote (') and 1 hyphen (-) are allowed. Left justified with trailing blanks.

FIRST NAME: (Col 034-049 ; Required – ALL 'ES' records submitted)
Student's first name, can be up to 16 characters in length.

ONLY alpha characters (A-Z), SPACE, single quote (') and 1 hyphen (-) are allowed. Left justified with trailing blanks.

BIRTH DATE: (Col 050-057 ; Required – ALL 'ES' records submitted)
Student's birth date. It must include the century. The format is **YYYYMMDD**.

Must be a valid date ; can't be current or future date ; calculated age can't be less than 3 or greater than 23.

GENDER: (Col 058 ; Required – ALL 'ES' records submitted)
Student's gender code.

CODE	MEANING
M	Male Student
F	Female Student

UPDATED STATUS: (Col 059-060 ; Required – ALL 'ES' records submitted)
The 'changed to' EXIT CODE or HIGH SCHOOL COMPLETION STATUS.

EXIT CODE	Reason
CT	Certificate of Completion
DE	Death
DO	Dropout
FE	Foreign Exchange
GE	GED (EXIT code)
GC	Adult Education Secondary Diploma – Carnegie Units
GG	Utah High School Completion Diploma – GED (HS COMP code)
GR	High School Graduate -- Regular Diploma
TC	Transferred out of the country
TH	Transferred to home schooling
TO	Transferred out of State
TP	Transferred to a Private School
TR	Transferred to a Charter School
TS	Transferred to another LEA within the State
WD	Withdrawal
11	Early Graduate -- 11th Grade

STATEWIDE STUDENT ID: (Col 061-070 ; Required – All 'ES' records submitted)
The number assigned to the student using the Statewide Student Identifier (SSID) assignment process.

Does not have to be complete but MUST be a NUMERIC value greater than 1,000,000.

NOTE: There **MUST** be a LOCATION row in the SSID database for the submitting LEA and the SSID must be active (hasn't been 'merged' away). If there is NO location row OR there is a location row but the SSID is not active, an error will be issued and the update will be aborted.

* LEA NUMBER: (Required – All 'ES' records submitted) The actual LEA number. This will be validated using the CACTUS database.

SAMPLE CLEARINGHOUSE UPDATE FILE

Some records shown are not complete. This sample is included to show the different record
types and how they relate to each other in a Clearinghouse update batch.

```
                     1         2         3         4         5         6
....5....0....5....0....5....0....5....0....5....0....5....0....5
DI=14,YR=2002,OK=DEC                              <--- Jordan's 2002 Dec 1 update
SC=7041800605CC                                   <--- Beginning of School 704
AC=881234 01     123456    4805061WELDING I  ......... <---   Course Master record
AC=884321 02     234567    4805082WELDING II ......... <---   Course Master record
S1=7171717   528123456Doe              John ......  <---   Student record
S2=7171717   05B19960905          077              <---   SCRAM membership rec
AM=7171717   881234  0109020020815................... <---   Course membership record
AM=7171717   884321  0209020020815................... <---   Course membership record
.
.
SC=7081800605CC                                   <--- Beginning of School 708
AC=842345 01     345678    2001131CLOTHING I  ......... <---   Course Master record
AC=845432 02     456789    2001032CLOTHING II ......... <---   Course Master record
S1=6565656   529123456LastName1          First1 ..... <---   Student record
S2=6565656   06B19960921          066              <---   SCRAM membership Rec
AM=6565656   841101  010902000081520021101............. <--   Course membership record
AM=6565656   841201  0209020000815..................... <---   Course membership record
.
.
S1=8171717   529654321LastName2          First2 .... <---   Student record
AM=8171717   841101  010902000081520021101........... <--   Course membership record
AM=8171717   841201  0209020000815.................. <---   Course membership record
.
.
```

The following were revisions to the Clearinghouse for use, as the first time, during the Year-End processing for the 2007-2008 school year (summer 2008).

October 17, 2007:

- Page 3: to "Upload Information", added the 'CC' to Shane Johnson when sending email concerning file uploads
- Page 4: added NOTE 3 ; changed old NOTE 3 to 4 ; changed old NOTE 4 to 5
- Changed MOST references to "district" to "LEA" (where applicable)
- Individual field definitions: for optional items, added when they're reported

Added fields:

School record (SC) (**_proposed_** new data elements):
SCHEDULE YEAR TYPE, SCHEDULE DAY TYPE

Student record (S1):
SPECIAL ED EXIT DATE
notes
LEP EXIT DATE – change Limited English code referenced from E to F
LEP INSTRUCTION TYPE – change Limited English codes referenced from A, B, C to Y

October 24, 2007:

- Where applicable, changed references to LEP in the student record (S1) to ELL (including LEP data element names...I.E. LEP Native Language to ELL Native Language, etc)

October 26, 2007:

Changed fields:

Student record (S1):
LIMITED ENGLISH – Clarified when Native and Parent languages are required. Added 'A' and 'F' to Note 1

December 11, 2007:

Changed fields:

Student record (S1):
ELL NATIVE LANGUAGE ; ELL PARENT LANGUAGE – Changed to required if LIMITED ENGLISH is 'Y', 'A', or 'F' instead of not BLANK
STATEWIDE ID – Added a NOTE about error conditions
RESIDENT STATUS – Changed meaning of 'F' and added 'J' (further changes to 'meanings' and additions of a note likely to follow)

Exit Status change record (ES):
STATEWIDE ID – Added a NOTE about error conditions

December 18, 2007:

Changed fields:

Student record (S1):

January 28, 2008:

    <u>Changed fields:</u>

        School record (SC):
            SCHEDULE YEAR TYPE ; SCHEDULE DAY TYPE - Changed from being
                "proposed" to actual additions

        Student record (S1):
            LIMITED ENGLISH - Changed the word "former" to "fluent" in Note 2
            SPECIAL EXIT DATE (added 10/17/07) - Changed the wording in regards
                to constraints when this date is present

February 01, 2008:

    <u>Changed fields:</u>

        Student record (S1):
            LIMITED ENGLISH – Changed the descriptions for 'A' and 'F'. Also
                added a note (changed former Note 2 to Note 3 and
                added a new Note 2).

April 11, 2008:

    <u>Changed fields:</u>

        Student record (S1):
            MIGRANT – Removed Alpine ; added Granite (per Max Lang)

April 17, 2008:

    <u>Changed fields:</u>

        Changed the hard coded list of dedicated YIC facilities used to determine
        that SCHOOL MEMBERSHIP is to be zeroed out if it is greater than zero for
        students submitted for those schools (per Travis Cook). Call Bruce if
        you're interested in knowing the dedicated YIC facilities for your LEA.

        Student record (S2):
            REGULAR PERCENT – Added option for BLANK and ***added constraints*** (per
                USOE Special Ed)

May 02, 2008:

    Somehow the SCHOOL OF RECORD data element was dropped from the documentation.
    It was added back in.

May 27, 2008:

    <u>Changed fields:</u>

        SCRAM record (S2):
            REGULAR PERCENT – Changed the constraints

July 10, 2008:

    <u>Changed fields:</u>

        Student record (S1):
            NCLB SCHOOL CHOICE – Changed the authorized LEA list

> **The following were revisions to the Clearinghouse for use, as the first time, during the Year-End processing for the 2008-2009 school year (summer 2009).**

July 22, 2008:

Added fields:

Student record (S1): **YIC FULL TIME**

Changed fields:

Student record (S1):
EXIT CODE – Added 'AE', 'HE', 'TN', 'UC' 'UN', and 'WP' ; added notes.
HIGH SCHOOL COMPLETION STATUS – Added 'AO' ; changed description of G2 and G3 ; changed NOTE (1) ; added NOTE (9)
TRIBAL AFFILIATION – Added notes
STUDENT ZIP CODE – Added verbiage
DISTRICT OF RESIDENCE– Added verbiage

SCRAM record (S2):
SCRAM EXIT REASON – Added notes.

August 12, 2008:

Added fields:

Student record (S1): **KINDERGARTEN TYPE**

Changed fields:

Student record (S1):
LIMITED ENGLISH – Added 'A' to the values where 'Y' is to be submitted (now if UALPA is P, E, I, or A submit 'Y' for Limited English). 'A' is no longer a valid value for Limited English.
BIRTH DATE – Added migrant verbiage (can be under 3 if migrant)
SCRAM EXIT REASON – Added notes.

September 30, 2008:

Changed fields:

Student record (S1):
EXIT CODE – Added 'WP' (didn't, as indicated, in July 22 version)

October 21, 2008:

Added wording about the SSIDs and _actual_ School numbers NOT being validated by the Edit program (page 3).

Changed fields:

Course Master record (AC):
TEACHER 1 ID – Removed NOTE 2 because '10' (Educator Unknown) is no longer a valid value (changed NOTE 3 to NOTE 2)
WHERE TAUGHT SCHOOL – Added explanation of what the school number should be for colleges and ATCs.

December 2, 2008:

<u>Changed fields:</u>

        SCRAM record (S2):
            REGULAR PERCENT – Changed wording for BLANK (pre-k instead of less
                      than 6 years old)

February 06, 2009:

> **Added WARNINGS for changes coming in October 2009 (Age/Grade Level and SCRAM Environment -- see next page). WARNINGS will change to ERRORS in the October 2009 update.**

<u>Changed fields:</u>

        Student record (S1):
            ELL NATIVE LANGUAGE – Changed the link to the codes and changed the
                      contact person. Added 'O' to the list of LEP
                      values making this field required.
            ELL PARENT LANGUAGE ; ELL INSTRUCTION TYPE
                Added 'O' to the list of LEP values making these fields
                required.
            EXIT CODE – Added "Aged Out" to those to use EXIT CODE "OG". Also
                      added "AO" to the list of HIGH SCHOOL COMPLETION
                      STATUS codes required if "OG" is used (both under
                      NOTE 5 of EXIT CODE in the S1).

        School record (SC): Removed note about YIC schools.

March 03, 2009:

<u>Changed fields:</u>

        Student record (S1):
            LIMITED ENGLISH – Many changes...a significant one involving the use
                      of ELL EXIT DATE for Fluent (F) in that the ELL
                      EXIT DATE *cannot* be in the current school year.
            ZIP CODE – Changed wording
            DISTRICT OF RESIDENCE – Some definition wording changes ; Total
                      revamp (and extension) of the NOTE

March 25, 2009:

<u>Changed fields:</u>

        Student record (S1):
            LIMITED ENGLISH – Slight changes in wording for 'F' to clarify that
                      entering 'F' means the student is ***entering*** the
                      monitoring period.

            ELL EXIT DATE – Slight change in wording to clarify that this date
                      date is the date the student exited an ELL program
                      and ***enters*** the monitoring period (Limited English
                      changed to 'F').

March 26, 2009:

    <u>Changed fields:</u>

        Student record (S1):
            ELL EXIT DATE – Added wording and specifications that for
                    SY 2008-2009 the date must be prior to 7/1/2008
                    (can be any date). For SY 2009-2010 and beyond,
                    any date ***AFTER*** 6/30/2008 must be of the format
                    YYYY<u>0630</u> (the MMDD part must be '0630').

April 21, 2009:

    <u>Changed fields:</u>

        SCRAM record (S2):
            SCRAM EXIT REASON – Removed note 2.
        Course Membership (AM):
            GRADE EARNED – From required to optional.

May 2009:

    <u>Changed fields:</u>

        Student record (S1):
            SCHOOL MEMBERSHIP – Added YIC FULL TIME to Note (3).

        Course Master (AC):
            WHERE TAUGHT CAMPUS – Added a note.

The following are revisions to the Clearinghouse for use, as the first time, during the October 1 processing for the 2009-2010 school year (October 2009). Therefore, these new data elements and/or new processing rules/concepts need to be in place in each LEA at the beginning of the 2009-2010 school year.

February 06, 2009:

    <u>Changed fields:</u>

        Student record (S1):
            GRADE – If a student is 6 years old on or before September 1, he/she
                  cannot have a grade of PK.

        SCRAM record (S2):
            ENVIRONMENT – Pre-K can ***no longer*** use codes R, S, T, U and V.

March 31, 2009:

    <u>Added fields:</u>

        Student record (S1): **MILITARY CHILD ;**
                    Also added 6 ***RACE*** codes:
                        AMERICAN INDIAN or ALASKA NATIVE;
                        ASIAN ; BLACK or AFRICAN AMERICAN ;
                        NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER ;
                        WHITE ; UNKNOWN as well as several notes about
                        race/ethnicity after UNKNOWN.
    <u>Changed fields:</u>

        Student record (S1):
            ETHNICITY – Now only used to designate if student is Hispanic/Latino
            RESIDENT STATUS – Added option 'U'. BLANK is ***no longer*** an option.
                    Required October and Year End.
            HIGH SCHOOL COMPLETION STATUS – Added option 'GM' and note 10.

BIRTH DATE – Added wording regarding age allowed for military child

April 6, 2009:

    Added fields:

        Student record (S1): **REFUGEE STUDENT**

May 29, 2009:

    Changed fields:

        Course Master record (AC):
            INSTRUCT SETTING – Removed option Electronic High School (EH)

        Course Membership record (AM):
            COURSE EXIT DATE – Now _**required**_ at year end

July 17, 2009:

    Changed fields:

        Student record (S1):
            ELL EXIT DATE – Changed the name of the data element to:
                        ELL MONITORED ENTRY DATE
            EXIT DATE – Add validation to ensure it's in the current school year

        SCRAM record (S2):
            SCRAM EXIT DATE – Add validation to ensure it's in the current
                        school year
            SCRAM MEMBERSHIP – Resource membership cannot exceed SCHOOL
                        membership (S1)

        Course Master record (AC):
            WHERE TAUGHT DIST – Now, _**must**_ be blank if WHERE TUAGHT SCHL is
                        blank and _**must**_ be present if WHERE TAUGHT SCHL
                        is present
            WHERE TAUGHT SCHL – Now, _**must**_ be blank if WHERE TUAGHT DIST is
                        blank and _**must**_ be present if WHERE TAUGHT DIST
                        is present

        Course Membership record (AM):
            COURSE EXIT DATE – Add validation to ensure it's in the current
                        school year

July 21, 2009:

    Changed fields:

        Student record (S1):
            MILITARY CHILD – Changed the end position documented (put the wrong
                        value when added to document April 6)
            REFUGEE STUDENT – Changed the start and end position documented
                        because of above error with Military Child

August 3, 2009:

    Changed fields:

        Student record (S1):
            DISTRICT OF RESIDENCE – Remove reference to using AGRC for locating
                        district info on students

August 18, 2009:

    <u>Changed fields:</u>

        Student record (S1):
            MIGRANT – Added Sevier and Canyons to authorized list
            MILITARY – Changed verbiage significantly, hopefully made it clearer

August 28, 2009:

    Changed Note 1 and Note 7 after the RACE fields.

September 15, 2009:

    <u>Changed fields:</u>

        Student record (S1):
            EXIT CODE – Added 'GM' to Note 5

September 18, 2009:

    <u>Changed fields:</u>

        Student record (S1):
            Changed the NCLB contact person (Note 2 under **NCLB SUPP SERV MATH**)
            NCLB SCHOOL CHOICE and **NCLB SUPP SERV (LANG AND MATH)** – changed the
                list of LEAs that can have counts greater than zero

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The following were revisions to the Clearinghouse for use, as the first time, during the ==Year-End processing== for the ==2009-2010== school year (summer 2010).

October 1, 2009:

    <u>Added fields:</u>

        School record (SC): **SCHEDULE CYCLES**

        Student record (S1): **SUSPENDED DAYS**

        Course Master record (AC): **TERM ; CYCLE**

October 19, 2009:

    <u>Changed fields:</u>

        Student record (S1): **MESA PROGRAM** – changed the contact person

        Course Master record (AC): **SEMESTER LENGTH** – added a 5th option (Quarter)

October 22, 2009:

    <u>Changed fields:</u>

        Student record (S1): **SUSPENDED DAYS** – changed the verbiage

February 04, 2010:

Changed fields:

School record (SC): **SCHEDULE CYCLES** (added Oct 1 above) – changed the wording (must *__equal__* the number of different cycles found in school's AC records)

Student record (S1): **SUSPENDED DAYS** (added Oct 1 above) – changed the verbiage (*cannot be BLANK* – must contain at least 1 numeric character)

FIRST ENROLL IN U.S. – use of this field for Immigrant status will be discontinued in 2011. A new field will be added for that purpose.

Course Master record (AC): **CYCLE** (added Oct 1 above) – changed from CANNOT EXCEED to MUST EQUAL the number in SCHEDULE CYCLES in the SC record. Also, must be ALPHA or numeric

February 12, 2010:

==*Removed*== fields:

School record (SC): **SCHEDULE CYCLES** (was added October 1, 2009)

Changed fields:

Student record (S1): **SUSPENDED DAYS** – changed the note

March 03, 2010:

Changed fields:

Student record (S1): **MILITARY CHILD** – corrected the Utah Code references
EXIT CODE – changed NOTE 4

March 11, 2010:

Changed fields:

Student record (S1): **EXIT CODE** – changed NOTE 1. Added verbiage about seniors with PART TIME of 'H' or 'P'
HIGH SCHOOL COMPLETION STATUS – Changed some notes and added Note 11

April 27, 2010:

Changed fields:

Student record (S1): **GRADE LEVEL** – added NOTE 2

April 28, 2010:

Changed fields:

Course Master record (AC): **TERM** – added some valid values

May 04, 2010:

Changed fields:

Student record (S1): **HIGH SCHOOL COMPLETION STATUS** – added codes GC, GG, and NOTE 12

May 14, 2010:

    <u>Changed fields:</u>

        Student record (S1): **LIMITED ENGLISH** – changed description of 'N'

May 18, 2010:

    <u>Changed fields:</u>

        Course Master record (AC): **CYCLES** – removed the reference to SCHEDULE
                                  CYCLES (removed from SC record)

The following were revisions to the Clearinghouse for use, as the first time, during the October 1 processing for the 2010-2011 school year (Fall 2010). The *first* collection for the new record types (S3, I1, I2) will be Year End 2011 (Summer 2011).

March 30, 2010:

    <u>*Removed* fields:</u>

        Student record (S1): **RACE UNKNOWN ; TRACK ; YIC FULL TIME** (start and end
                        positions of all existing data elements *after* RACE
                        WHITE were changed)

    <u>Added fields:</u>

        Student record (S1): **IMMIGRANT**

    <u>Changed fields:</u>

        Student record (S1): **FIRST ENROLL IN U.S.** – changed Notes 1 and 2
                      ETHNICITY and **RACE**(s) – Now, at least 1 RACE *must* be
                                'Y' and multiples *can* be 'Y'.
                                Changed/Removed NOTEs.
                      MEMBERSHIP – Added/changed /note(s) to include YIC

    Added record types (first use: Year End [summer 2011])
    S3 (Youth In Custody)
    I1 (Incident [Disciplinary])
    I2 (Incident Associations [Disciplinary])

April 9, 2010:

    <u>Added fields:</u>

        YIC record (S3): **ENVIRONMENT**

April 13, 2010:

    <u>Added fields:</u>

        Student record (S1): **READ GRADE LEVEL ; READING INTERVENTION**

April 27, 2010:

    <u>Added field:</u>

        Student record (S1): **RACE OBSERVER ID**

April 28, 2010:

 <mark>*Removed*</mark> <u>field</u>:

 Student record (S1): **SUSPENDED DAYS**

May 14, 2010:

 <u>Changed fields</u>:

 Student record (S1): **READ GRADE LEVEL** – Only grades 1-3. Added BLANK
                         option. Grades 1-3 must be 'Y' or 'N' and
                         all other grades must be BLANK.
 Incident Association record (I2):
           all **INFRACTION TYPEs** – Added "Look Alike" and "Disruption"
           all **WEAPONs** – Added "Look Alike"

June 7, 2010:

 <u>Changed fields</u>:

 Student record (S1): **MEMBERSHIP** – Changed Note 2 regarding use of 'PVT'
                         and added use of 'HSC'
               PART TIME - Must be blank if 'PVT' or 'HSC' in S1
                         membership

 SCRAM record (S2): **SCRAM MEMBERSHIP** – Changed verbiage to include when
                         it must be '000' and when it can't be '000'

August 30, 2010:

 Changed contact information for person to contact with <u>*school*</u> issues (page 8)

 <u>Changed fields</u>:

 Student record (S1): **MIGRANT** – Added Washington to authorized list
                   READING INTERVENTION – Added BLANK and some verbiage

 Incident Association record (I2): **NUMBER OF DAYS** – Doesn't need to be
                         complete

September 02, 2010:

 <u>Changed fields</u>:

 Student record (S1): **MEMBERSHIP** – Removed Note 4 and added <u>YIC self</u>
                   <u>contained</u> to Note 3. Now:
                      S1 membership   *plus*
                      S2 Self Contained membership *plus*
                      S3 Self Contained membership
                   CANNOT exceed 180 days.

        Made similar changes to **Notes** for SCRAM membership (S2 – page 34)
        and YIC membership (S3 – page 37)

                                        complete

September 16, 2010:

 <u>Changed fields</u>:

 SCRAM record (S2): **REGULAR PERCENT** – Added a Note

November 03, 2010:

    <u>Changed fields:</u>

        Student record (S1): **NCLB SCHOOL CHOICE** – Removed the Note indicating
                              field can only be used by
                              certain LEAs

November 30, 2010:

    <u>Changed fields:</u>

        Student record (S1): **HIGH SCHOOL COMPLETION** – Removed G1 and G2 options
                                that were related to UBSCT (just "strike through"
                                for now, will remove in future version of doc).

        SCRAM record (S2): **TIME and DISABILITY TYPE** – Changed descriptions of
                                fields and/or values

December 08, 2010:

    <u>**_Removed_** fields from use (leave in layout, just ignore):</u>

        Course Master record (AC): **INSTRUCT HRS SCHED**
        Course Membership record (AM): **AGGREGATE MEMB, DAYS ATTENDED,**
                                INSTRUCT HRS MEMSHP, INSTRUCT HRS ATTEND

        (Above "removed" fields (just "strike through" for now, will remove in
        the future with UTREX. Must stay defined for "old" Clearinghouse use.)

    <u>Changed fields:</u>

        STUDENT record (S1): **SCHOOL EXIT** – Remove option 'SU'

February 02, 2011:

    <u>Changed fields:</u>

        Student record (S1): **LIMITED ENGLISH** – Changed UALPA values to submit
                                  as 'Y' and other related verbiage
                     READ GRADE LEVEL – Added option 'U' for Untested
                     READING INTERVENTION – Added a note

        Course Master record (AC): **TEACHER 1 ID** – Can be BLANK if the CORE CODE
                                is the REGULAR ED Pre-K of
                                '22-04-00-00-001'.

March 03, 2011:

    <u>Changed fields:</u>

        Student record (S1): **READ GRADE LEVEL** and **READING INTERVENTION** – Changed
                        verbiage substantially

April 20, 2011:

    <u>Changed fields:</u>

        Student record (S1): **DAYS ATTENDED** – Added YIC self contained to descr
        Incident record (I1): **INCIDENT ID** – Changed to be unique with the LEA

April 21, 2011:

Changed fields:

Student record (S1): **NCLB SUPP SERV (MATH AND LANG ARTS)** – Modified list
                     of LEAs that can have count > 0

May 4, 2011:

Changed fields:

Student record (S1), SCRAM record (S2) and YIC record (S3)
     MEMBERSHIP (all) – Removed any reference to YIC Self Contained
                            being included in TOTAL membership being
                            greater than 180

May 19 2011:

Changed fields:

SCRAM record (S2): **DISABILITY TYPE** – changed type 'SL' FROM
     "Specific Learning Disorder" TO "Specific Learning Disability"

June 14 2011:

Changed fields:

Student record (S1): **MEMBERSHIP** – Changed Note 3
SCRAM record (S2): **MEMBERSHIP** – Changed the Note
YIC record (S3): **MEMBERSHIP** – Added a Note

June 16 2011:

Added Shane Johnson back to the 'Notification' paragraph on page 3

**The following were revisions to the Clearinghouse for use, as the first
time, during the October 1 processing for the 2011-2012 school year
(Fall 2011).**

December 07, 2010:

Added fields:

District record (DI): **SISASOFDATE**
School record (SC): **LEA NUMBER**
Student record (S1): **LEA NUMBER and SCHOOL NUMBER**
SCRAM record (S2): **LEA NUMBER and SCHOOL NUMBER**
Course Master record (AC): **LEA NUMBER and SCHOOL NUMBER**
Course Membership record (AM): **LEA NUMBER and SCHOOL NUMBER**
YIC record (S3): **LEA NUMBER and SCHOOL NUMBER**
Incident record (I1): **LEA NUMBER and SCHOOL NUMBER**
Incident Assoc record (I2): **LEA NUMBER and SCHOOL NUMBER**
Exit Status Change record (ES): **LEA NUMBER and SCHOOL NUMBER**

Changed fields:

    STUDENT record (S1): **LIMITED ENGLISH** – 'Y' now translates from 1,2,3,4
                                    instead of P,E,I,A

    SCRAM record (S2): **REGULAR PERCENT** – Pre-K must be blank ; above Pre-K
                                    cannot be blank, both regardless of
                                    ENVIRONMENT
                     ENVIRONMENT – Remove option 'E' ; add options 'F', 'G',
                                    'J' and 'K'. Options 'R' and 'S' can now
                                    be used for Pre-K
                     DISABILITY TYPE – Age constraint for type 'DD' changed
                                    from 9 to 7.

January 18, 2011:

    Changed fields:

        STUDENT record (S1): **ACCOMPANIED STUDENT** – changed verbiage and added a
                                      note

        EXIT STATUS CHANGE record (ES): *Removed* LEA NUMBER and SCHOOL NUMBER added
                                    on Dec 7 above

March 2, 2011:

    Changed fields:

        STUDENT record (S1): **ACCOMPANIED STUDENT** – added NOTE 2 containing
                                      contact information

        INCIDENT record (I1) and INCIDENT ASSOCIATION record (I2):
            INCIDENT ID – changed length to 10. Added more detail to explanation
                    of field in I1 record. This changed start/end
                    positions of all data elements following INCIDENT ID
                    in both record types.

May 16 2011:

    Changed fields:

        STUDENT record (S1): **ACCOMPANIED STUDENT** – Changed NOTE 1 and HOME_STATUS
                                      in the verbiage to HOMELESS

July 6 2011:

    Changed fields:

        SCRAM record (S2): **ENVIRONMENT** – Removed "(Youth In Custody)" from
                            Environment 'Y' description

July 20, 2011:

    Added fields:

        Exit Status Change record (ES): **LEA NUMBER** – Should not have been removed
                                    in January 18 modification

July 26 2011:

    Changed fields:

        STUDENT record (S1): **HOMELESS** – Removed option 6

End of Bruce Hudgens Updates – Clint Thomsen taking over from here on.

August 18, 2011:

> Edited document language to accommodate for transition from clearinghouse to UTREx; removed references to clearinghouse edit utility and old clearinghouse reports process; added new rules for multiple S1 records, school of record, and entry/exit dates.